



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



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# Foreword

The primary goal of the General Manual is to convey standard operating procedures that allow for a clear and complete understanding of individual responsibilities under a wide variety of circumstances. Since no manual could conceivably cover every situation, this manual simply presents a broad spectrum of procedures essential to the enhancement of officer safety, effective execution and coordination of tasks and functions, uniform delivery of services, and ultimately, organizational effectiveness.

The procedures exhibited in this manual are not intended to restrict initiative or discretion, rather to complement them, by delivering clear expectations with regards to each individual's basic responsibilities.

This manual serves as a dynamic guide and instructional tool, which, through revisions and additions of procedures, will deliver the latest improvements and enhancements to an already professional organization, as well as provide a very necessary bond between Bureaus, Divisions, Sections, Units, Shifts and Offices.

The real challenge presented here deals with the individual and collective discipline required of all Departmental members in the application of and adherence to these procedures. This is a challenge I am confident will be met with the traditional excellence that has characterized the members of the San Antonio Police Department.

The General Manual is, and shall be, a composite of policies, procedures, rules and regulations pertaining to or affecting more than one (1) Bureau, Division, Section, Unit, Shift or Office, as established within this manual.

Should any section, subsection, phrase, clause, or item contained in any procedure of this General Manual be found illegal or otherwise incorrect or inapplicable, such finding shall not affect the validity of the remaining portions of any procedure.

Procedures in this General Manual shall remain in effect until revised by the issuance of a General Order.

The General Manual is published and issued under the authority of the Chief of Police and has the effect of an order.

**WILLIAM P. MCMANUS**  
**CHIEF OF POLICE**



# Statement of Philosophy

As a law enforcement organization, the San Antonio Police Department is an essential component in the diverse fabric of the community it serves. In order to manifest this important responsibility, our guiding philosophy is to accomplish a contribution beneficial to the quality of life of each citizen. This commitment is satisfied through three fundamental roles:

- *At the municipal level, the Department serves as a basic element of the governmental structure of the City of San Antonio, conveying a wide variety of public services to each and every citizen;*
- *At the state level, the Department enforces the Criminal Laws of the State of Texas in order to maintain an acceptable level of peace and order within the community; and*
- *Finally, in a national sense, the Department safeguards individual rights and freedoms in the course of preserving the Constitution of the United States of America.*

The essence of the police mission is the effective provision of public assistance at every opportunity, through citizen confidence and involvement, organizational effectiveness and accountability, and individual dedication and commitment.

Achieving an appropriate degree of public confidence and involvement requires a spirit of close interaction with those we serve. To this end, the Department constantly strives to preserve and cultivate an open state of trust and communication with the community, clearly understanding the success of our organization is directly predicated on the quality of this relationship.

Organizational effectiveness and accountability are achieved in the course of a three part process: developing an intimate understanding of the needs of the community; subscribing to a system of effective planning, stringent budgeting, communicating expectations, and coordinating functions; and finally, monitoring and evaluating activities in order to sustain the highest possible degree of adherence to the goals and objectives of the Department.

The members of this Department constitute its most valuable resource. Thus, the promotion of individual dedication and commitment is one of our highest priorities. This goal mandates an internal environment that develops and stimulates a high degree of individual initiative and productivity through personnel development, training, and education. This investment serves to foster good judgment and common sense, the two most important foundations for police work.

The true difference in any organization is made by its members, those who subscribe to a spirit of collective dedication and commitment which is the final and most important ingredient in this entire formula.

**WILLIAM P. MCMANUS**  
**CHIEF OF POLICE**

# Law Enforcement Code of Ethics

*As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all persons to liberty, equality, and justice.*

*I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.*

*I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.*

*I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.*

WILLIAM P. MCMANUS  
CHIEF OF POLICE

# **Vision**

To be the premier law enforcement agency by building trust, creating partnerships, and sharing leadership within SAPD and the community for a safer San Antonio.

**WILLIAM P. MCMANUS  
CHIEF OF POLICE**

# **Mission**

The San Antonio Police Department is dedicated to improving the quality of life by creating a safe environment in partnership with the people we serve. We act with integrity to reduce fear and crime while treating all with respect, compassion, and fairness.

**WILLIAM P. MCMANUS**  
**CHIEF OF POLICE**

# Guiding Principles

## ***INTEGRITY***

WE HAVE INTEGRITY. We hold ourselves accountable and demand the highest level of ethical and moral standards from all. We are role models, acting with courage and building trust within the organization and the community.

## ***RESPECT***

WE ARE RESPECTFUL. Mutual respect is the foundation for every interaction. We value diversity and encourage open communication by treating everyone with dignity and fairness.

## ***COMPASSION***

WE ARE COMPASSIONATE. Compassion guides our actions as we care for one another. We treat people with kindness and respect while working for the benefit of all.

## ***FAIRNESS***

WE ARE FAIR. We are committed to consistently treating people in a courteous and impartial manner.

**WILLIAM P. MCMANUS  
CHIEF OF POLICE**



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Section 200 – Rules and Regulations

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	July 24, 2015 February 15, 2012
Office(s) with Secondary Responsibilities:	COB, CSB	Number of Pages:	16
Forms Referenced in Procedure:	None	Related Procedures:	ALL

## SECTION 1.00 INTRODUCTION

### 1.01 PURPOSE:

The Rules and Regulations officially adopted and set forth in this manual are for the guidance, regulation, and control of the conduct of all members of the Police Department of the City of San Antonio, Texas. These rules are designed to promote efficiency, discipline, and good public relations by setting forth policies governing the conduct and demeanor of every member of the police department, both on- and off-duty.

### 1.02 AUTHORITY:

- A. CITY CHARTER: Pursuant to Article V of the Charter of the City of San Antonio Chief of the Police Department, the director, shall have supervision and control over the Police Department, subject to approval by the City Manager.
- B. COLLECTIVE BARGAINING AGREEMENT: Pursuant to Article VII of the Collective Bargaining Agreement between the City of San Antonio and the San Antonio Police Officers' Association, the Chief of Police shall have the exclusive right to establish, rescind, or modify departmental rules and regulations while such contract is in effect, subject to review by the City Manager. Changes will be made through departmental orders issued by the Chief of Police and reviewed by the Fire and Police Civil Service Commission and the City Manager.
- C. LOCAL GOVERNMENT CODE: Pursuant to Chapter 143 of the Local Government Code, as amended, the Chief of the San Antonio Police Department shall have the power to take disciplinary action or suspend indefinitely an officer under his supervision for violation of either Chapter 143 of the Local Government Code, the Civil Service Rules of the City of San Antonio, or of these rules and regulations. In addition, the Chief of Police shall be empowered to take disciplinary action or suspend indefinitely any other police employee for violation of these rules and regulations.

### 1.03 SCOPE:

These rules and regulations govern the conduct, responsibilities, duties, assignments of, and the use of equipment by all members of the department. These rules and regulations may further cover such other matters as the Chief of Police may deem necessary or expedient for the proper conduct of the work of the department, and additionally incorporate departmental orders, directives, and procedures. These rules and regulations become effective on the date of issuance and rescind the Rules and Regulations of the San Antonio Police Department issued on September 25, 1984 and became effective on November 1, 1984.

### 1.04 ACKNOWLEDGMENT:

- A. EFFECTIVE DATE: The Rules and Regulations of the San Antonio Police Department, which are incorporated in the General Manual, apply to all employees, both sworn and non-sworn, and have the effect of an order. These rules and regulations, as revised and adopted on July 20, 2015, became effective on August 20, 2015.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Section 200 – Rules and Regulations*

- B. RECEIPT OF ISSUANCE: All sworn and non-sworn members of this department will be issued a copy of the Rules and Regulations and are required to acknowledge its receipt. A signed receipt acknowledging acceptance of the rules and regulations shall be deemed sufficient notice of the existence and effect of the Rules and Regulations of the San Antonio Police Department. Any recommendations for revision should be directed to the Office of the Chief of Police.

### **1.05 SUPERVISORY ACKNOWLEDGMENT:**

Each supervisory officer is required to acknowledge his personal responsibility for enforcing the provisions of these rules and regulations, departmental orders, and procedures of this department.

### **1.06 DEFINITIONS OF TERMS:**

- A. "ASSIGNMENT" means the job tasks of a member, which may include a specific beat, post, or geographical responsibility.
- B. "CHAIN-OF-COMMAND" means the unbroken line of authority extending from the Chief of Police through a single subordinate at each level of command down to the level of execution.
- C. "DEPARTMENT" refers to the San Antonio Police Department, the members of the organization, and the physical assets of the entity.
- D. "DEPARTMENTAL ORDERS" means orders issued for the purpose of instruction, clarification of policy, and establishment of procedure or rules in the form of general orders, special orders, chief's memorandum, personnel orders, training bulletins, division orders, and Administrative Directives.
- E. "DIRECTIVES" may be used synonymously with departmental orders.
- F. "GENDER" use of the masculine gender shall also include, where applicable, the female gender.
- G. "IMMEDIATELY" means as soon as possible and feasible.
- H. "INTOXICANT" means any alcoholic beverage or controlled substance, which, when introduced into the body, may cause an impairment of any mental or physical capacity.
- I. "INTOXICATION" means any level of mental or physical incapacitation resulting from the voluntary introduction of any alcoholic beverage or controlled substance into the body.
- J. "MAY" means the action is permissive.
- K. "MEMBERS" mean all employees of the San Antonio Police Department.
- L. "MUST" means the action is mandatory.
- M. "PROCEDURES" means a comprehensive, instructional, written communication providing direction in the accomplishment of a police related task.
- N. "SEXUAL CONDUCT" means, but is not limited to, deviant sexual intercourse, sexual contact, sexual intercourse, public lewdness and indecent exposure as defined by Texas Penal Code 21.01 (1) (2) (3), 21.07 (a) (1) (2) (3) (4), and 21.08 (a).
- O. "SIGNIFICANT BEHAVIORAL INFRACTION" means a conduct that an ordinary and prudent person would not engage in, given the same set of facts and circumstances and that by its very nature would bring reproach and/or discredit to the San Antonio Police Department, regardless of the legality of such conduct.



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## *Section 200 – Rules and Regulations*

- P. "SHALL" means the action is mandatory.
- Q. "SHOULD" means the action is advisory. Where used, "should" indicates the procedure is not mandatory. However, it ought to be followed if the situation permits.
- R. "SUBORDINATE" means any member who is subject to the authority of another.
- S. "SUPERVISORY OFFICERS" mean sworn personnel of this department who have attained the rank of sergeant or above.
- T. "TOUR OF DUTY" means that period of time beginning when the member reports for duty and ending when he is relieved from duty by either the dispatcher or a supervisory officer.
- U. "WILL" means the action is mandatory.

### **1.07 THE MEANING AND INTENT OF OTHER WORDS OR PHRASES:**

Words or phrases not specifically defined in these rules and regulations shall be interpreted to have the meaning and intent established in the common usage.

## **SECTION 2.00 ADMINISTRATION**

### **2.01 COMMAND/SUPERVISORY RESPONSIBILITIES:**

- A. **MAINTAIN BOOKS AND RECORDS:** Supervisory officers shall maintain all books, records, and reports under the supervisory officer's authority in conformity with the rules, regulations, and procedures of the department.
- B. **ENFORCE RULES:** Supervisory officers shall be uniform and impartial in the enforcement of these rules and procedures; the insurance of conformity on the part of command officers to all orders, directives, and other instructions issued to the members of the department.
- C. **KEEP INFORMED OF ACTIVITY UNDER COMMAND:** Supervisory officers shall keep informed of all activity which affects their responsibility within the supervision; frequently testing the knowledge of subordinates as to conditions in their beats and posts or as to functions of their assignments.
- D. **DOCUMENT BRIEFINGS AND INSPECTIONS:** Supervisory officers shall document all inspections and briefings of personnel.
- E. **COORDINATE ACTIVITIES WITH OTHER UNITS:** Command officers shall keep advised of the operations of other divisions of the department, and coordinates the activities of their command with other divisions and sections of the department.
- F. **HAVE UPDATED EMPLOYEE LOCATOR LIST:** Supervisory officers shall have at their residence the current employee locator list, properly corrected to date. Supervisory officers receiving locator lists must frequently review them and check all changes with the personnel involved.

### **2.02 CHAIN-OF-COMMAND:**

All officers shall familiarize themselves with the command structure of the department and operate within it.

### **2.03 DIRECTIVE SYSTEM:**

All departmental personnel shall familiarize themselves with the formal means of communications within the department.





# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Section 200 – Rules and Regulations***

### **SECTION 3.00 INDIVIDUAL RESPONSIBILITIES**

#### **3.01 ABIDE BY LAWS AND DEPARTMENTAL ORDERS:**

- A. LAWS, ORDERS, RULES, REGULATIONS, AND PROCEDURES: Members shall abide by the laws of the United States and the State of Texas, ordinances of the City of San Antonio, and the departmental orders, rules, regulations, and procedures of the San Antonio Police Department.

#### **3.02 TRUTHFULNESS OF MEMBERS:**

Members shall speak the truth at all times. Reports and written communications from any member shall also reflect the truth.

#### **3.03 OBEY LAWFUL ORDERS:**

Members shall promptly and willingly obey all lawful orders and directions given by supervisory officers and shall comply with instructions given by the police dispatcher.

- A. INSUBORDINATION: Defying the authority of any supervisory officer by obvious disrespect, disputing orders, failure and/or deliberate refusal to obey any lawful order given by them shall be deemed insubordination.
- B. MANNER OF ISSUING ORDERS: Orders from a supervisor to a subordinate shall be in clear, understandable language, civil in tone, and issued in pursuit of departmental business.
- C. UNLAWFUL ORDERS PROHIBITED: No commanding or supervisory officer shall knowingly or willfully issue any order which is a violation of any law, ordinance, or departmental rule.
- D. CRITICISM OF LAWFUL ORDERS: Members shall not publicly criticize or comment derogatorily to anyone about instructions or orders they have received from a supervisory officer.
- E. CONFLICT OF ORDERS: Should any subordinate receive an order which conflicts with a previous order from another supervisory officer or with any general order, they shall respectfully call attention to the conflict. If the supervisory officer giving the conflicting order does not change the same, so as to eliminate the conflict, his order shall stand and the responsibility shall rest with the supervisor.
- F. OBEDIENCE TO UNLAWFUL ORDERS NOT REQUIRED: No member is required to obey an order which is contrary to the laws of the United States, statutes of the State of Texas, ordinances of the City of San Antonio, and orders, rules, regulations, and procedures of the San Antonio Police Department.
- G. OBEDIENCE TO UNJUST OR IMPROPER ORDERS: Members who are given orders they feel are unjust or contrary to departmental orders or the Rules and Regulations of the Department must first obey the order to the best of their ability and may then proceed to appeal as provided herein.
- H. REPORTING UNLAWFUL ORDERS: Any member who is given any unlawful, unjust, or improper order shall, at the first opportunity, report in writing to the Chief of Police, through the chain-of-command, the facts of the incident together with their own action.
- I. APPEALS FROM UNLAWFUL OR UNJUST ORDERS: Members shall appeal for relief from orders or instructions which are unlawful or unjust. Such appeals must be made in writing to higher authority through the chain-of-command.

#### **3.04 RESPONSIBILITY TO SERVE THE PUBLIC:**



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Members shall serve the public through direction, counseling, assistance, and protection of life and property. Members shall also respect the rights of individuals and perform their services with honesty, sincerity, courage, and sound judgment.

- A. **IMPARTIAL ATTITUDE:** Members, while being vigorous and unrelenting in the enforcement of the law, must maintain an impartial attitude toward complainants and violators. Members shall, at all times, consider it their responsibility to be of service to anyone who may be in danger or distress, regardless of race, color, creed, gender, or national origin.
- B. **COURTESY:** Members shall at all times be courteous, kind, patient, and respectful in dealing with the public, and shall strive to merit the esteem of all law abiding citizens by an impartial discharge of their official duties.
- C. **CONDUCT AND BEHAVIOR:** Members, on-or off-duty, shall be governed by the ordinary and reasonable rules of good conduct and behavior, and shall not commit any act tending to bring reproach or discredit on themselves or the department.
- D. **DUTY TO IDENTIFY:** All members of the department, when called upon to do so by any person, shall, in a courteous manner, give their name and badge number.
- E. **POLICE ACTION WHEN NOT IN UNIFORM:** An officer not in uniform, when exerting police authority, shall identify themselves as a police officer and state the purpose or reason for their actions.
- F. **NEUTRALITY IN CIVIL ACTIONS:** Members shall not give aid or assistance in civil cases, except to prevent a breach of the peace or halt a disturbance.
- G. **MAINTENANCE OF COMPETENCY:** Members shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.

### **3.05 PHYSICAL HYGIENE AND PSYCHOLOGICAL WELL-BEING:**

Members shall maintain themselves in good physical and mental condition.

- A. **GOOD PHYSICAL HYGIENE:** All members, by frequent bathing, shall exercise good bodily hygiene and cleanliness.
- B. **MAINTENANCE OF PHYSICAL STANDARDS:** All members, by regular exercise and moderate living, shall maintain themselves in such a physical condition as to be able to handle strenuous physical contacts or demands required of the active, uniformed law enforcement officer.
- C. **CHEMICAL DEPENDENCE:** No member shall become physically or mentally dependent upon alcohol or any controlled substance unless administered by a licensed physician. Dependence upon a prescribed drug is not an excuse for being unable to perform.
- D. **CONTROLLED SUBSTANCES:** Members shall neither possess, use, nor distribute any substances regulated by the Controlled Substances Act, except possession related to official police duties or unless such use or possession is under the direction of a licensed physician.
- E. **EMOTIONAL AND PHYSICAL WELL-BEING:** Members may be required to seek medical or psychological services upon the order of the Chief of Police.

### **3.06 RELATIONSHIPS WITH CO-WORKERS:**

Members shall conduct themselves in such a manner so as to bring about the greatest courtesy or understanding and cooperation among the various units of the Department.



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- A. **MUTUAL RESPECT:** Members shall treat other members of the Department with respect, affording them the response due to them as co-workers.
- B. **COURTESY:** Members shall be courteous, civil, and respectful to their supervisory officers and co-workers, and shall not use threatening or insulting language, whether on- or off-duty.
- C. **RESPECT TO SUPERVISORY OFFICERS:** Members shall exhibit respect for supervisory officers at all times.
- D. **SUPPORTING FELLOW MEMBERS:** Members shall cooperate, support, and assist each other at every opportunity and shall not publicly criticize the work or the manner of performance of duty of any other member.
- E. **SUPPORT IN TIME OF DANGER:** Members shall act together and protect one another in a time of danger or under circumstances where danger might reasonably be impending.
- F. **WORKING RELATIONSHIPS:** Members shall abstain from performing any acts or making any statements, oral or written, which are directed at their co-workers with the intent to destroy the morale, good order, and working relationships with such co-workers.

### **3.07 CRITICISM OF THE DEPARTMENT:**

Members of the department shall not criticize or ridicule the department, its policies, administrators, or public officials through speech, writings, or other forms of expression.

- A. **DEFAMATORY:** Members shall not use speech, writings, or other forms of expression that are defamatory, obscene, or unlawful.
- B. **UNDERMINES EFFECTIVENESS OF DEPARTMENT:** Members shall not use speech, writings, or other forms of expression that tend to interfere with or undermine the effectiveness of the Department to provide public services.
- C. **INTERFERES WITH DISCIPLINE:** Members shall not use speech, writings, or other forms of expression that tend to interfere with the maintenance of proper discipline.
- D. **AFFECTS PUBLIC CONFIDENCE:** Members shall not use speech, writings, or other forms of expression that tend to adversely affect the public's confidence in the integrity of the Department and/or its officers and employees.
- E. **DAMAGES REPUTATION OF DEPARTMENT:** Members shall not use speech, writings, or other forms of expression that damage or impair the reputation or efficiency of the Department.
- F. **DISREGARDS THE TRUTH:** Members shall not use speech, writings, or other forms of expression that are made with negligent disregard for the truth.

### **3.08 UNAUTHORIZED RELEASE OF INFORMATION:**

- A. **PROGRESS OF INVESTIGATION:** No member of the department shall make known any information concerning the progress of an investigation or proposed action against a known or reported law violation or condition, or any proposed police action of any type, to persons not authorized to receive it.
- B. **RELEASE OF PUBLIC STATEMENT:** Members shall not present themselves as representing the Department in any matter unless delegated or authorized to do so by a supervisory officer.



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- C. **PUBLIC ADDRESS OR WRITING FOR PUBLICATION:** No member of the Department shall make a public address or write for publication concerning the affairs of the Department without the consent of the Chief of Police.
- D. **STATEMENTS OF POLICY, ORGANIZATION, AND DISCIPLINARY ACTION:** Statements of policy, information regarding changes in organization, or disciplinary action will be made from the Office of the Chief of Police, and no member of the Department, unless specifically authorized, will discuss such matters with others.
- E. **RELATIONSHIP WITH ATTORNEY, BONDSMAN, OR AGENT:** It is forbidden to give information about any prisoner in confinement to any attorney, bondsman, the agent of either, or any other person not authorized to receive it.
- F. **RECOMMENDATION OF ATTORNEY OR AGENT:** No member shall recommend to any person the name or names of any attorney, counselor, bondsman, or other person.

### **3.09 INFORMATION ON BULLETIN AND CITY EMAIL:**

- A. Members are responsible for reading the department's Daily Bulletin at the beginning their tour of duty. Departmental personnel returning to duty after any absence shall read all directives published during their absence, prior to returning to duty.
- B. Members shall read their departmental email at the beginning of their tour of duty and are strongly encouraged to check their departmental email at the end of their tour of duty.

### **3.10 CURRENT ADDRESS AND TELEPHONE:**

All members shall report to their immediate supervisor and to the Administrative Services, on any change of address and/or telephone number within two working days. Members shall have a working telephone available to them. Members may rely on a mobile phone as a means of being contacted for departmental, standby and/or call-back purposes.

### **3.11 USE OF INTOXICANTS:**

- A. **DRINKING ON-DUTY:** Members shall not drink intoxicating beverages while on-duty. No member shall report for duty exhibiting the odor of intoxicants, or any of the elements or appearance of intoxication. The exception shall be for a member to accomplish a specific police assignment or mission, when approved by a supervisor.
- B. **INTOXICATION:** Members shall not, at any time, be intoxicated while on-duty. Members shall not be intoxicated while in public view. No member, while off-duty, shall drink intoxicating beverages to an extent which renders them unfit to report for duty.
- C. **ALCOHOLIC BEVERAGES ON OFFICIAL PREMISES:** Intoxicants in any form will not be brought into any police facility, including city vehicles, except when approved by a supervisor; except when related to official police duties.
- D. **CONSUMPTION OF ALCOHOLIC BEVERAGES IN UNIFORM:** No officer shall drink intoxicants in uniform.

### **3.12 USE OF TOBACCO:**

Members shall refrain from the use of tobacco in any form while in direct contact with the public.



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### **3.13 VEHICLE OPERATOR'S LICENSE:**

Every officer is responsible for having in his possession a valid vehicle operator's license.

### **3.14 FINANCIAL OBLIGATION:**

No member in a supervisory position shall place themselves under financial obligation to a subordinate, nor shall a supervisor solicit a subordinate as a co-maker or endorser of any note or obligation.

### **3.15 GRATUITIES, LOANS, AND SOLICITATIONS:**

- A. **ACCEPTING GIFTS:** Members shall not receive from prisoners, persons recently released from custody, persons suspected of criminal activity, nor their representatives, either directly or indirectly, any tangible or intangible property, whether it is a gift or the result of a purchase or trade.
- B. **BORROWING:** Members shall not borrow anything of value from any person or persons known or suspected to be engaged in criminal activity.
- C. **SOLICITATIONS:** Members will not solicit funds for the benefit of any member, the Department, or any other public or private agency without the written authority of the Chief of Police.

### **3.16 ACCEPTING REWARDS:**

Members of the Department shall not accept any reward of money, or fee, or compensation of any type for any service rendered in the performance of duty other than the salary or stipends given by the city or other branch of government.

### **3.17 OUTSIDE EMPLOYMENT:**

- A. **PERMISSION REQUIRED:** Members of the Department shall not engage in any outside employment, nor own, operate, or have any financial interest in any business activity without the approval of the Chief of Police.
- B. **OBEY LAWS:** Officers engaged in performing police duties in outside employment, whether in uniform or civilian clothes, must enforce all laws as though on-duty for the San Antonio Police Department.
- C. **SUBJECT TO RULES AND REGULATIONS:** Officers engaged in outside employment shall conduct themselves as though they were on-duty and shall be subject to these rules and regulations.

### **3.18 CITY EQUIPMENT/PROPERTY:**

- A. **IMPROPER OR NEGLIGENT HANDLING:** Improper or negligent handling of any city property or willful damage to city property is prohibited.
- B. **LOSS THROUGH NEGLIGENCE:** Officers losing their badges, firearms, or other city equipment through negligence or carelessness may be obligated to pay for the replacement cost or an amount determined by the degree of negligence on the part of the officer. Loss or damage to city property occurring while the member is acting properly in the line of duty, or in a burglary of their home, is not classified as negligence. Members should not leave removable city issued equipment in plain view in any vehicle. An officer may be found negligent if they leave city issued equipment in any vehicle and the property is stolen, as a result of a burglary of that vehicle.
- C. **SAFE OPERATION OF VEHICLES:** City vehicles will be operated in a safe manner and in compliance with all traffic laws.



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- D. **INVENTORIED CITY PROPERTY:** Inventoried city property, which includes city vehicles, shall not be used by any member of the department without the knowledge and permission of the person responsible for said equipment or vehicle.
- E. **WASTE OR CONVERSION:** Members shall not willfully waste or convert to their own use any city owned supplies, equipment, or services.
- F. **REPORTING MALFUNCTION:** Members shall immediately report any malfunction or need of repairs of any city property used by the member, or which may be under their control.
- G. **ALTERING ACCESSORIES:** Members shall not alter, deface, or in any way change any part or accessory of any city property.
- H. **MAINTAINING NEAT, CLEAN, AND ORDERLY CONDITION:** Members shall maintain offices and vehicles used by them in a neat, clean, and orderly condition.

### **3.19 UNAUTHORIZED EXPENDITURES:**

Obligation of funds or financial liability shall not be incurred in the name of the Department or the City of San Antonio by any member unless authorized by the Chief of Police pursuant to an approved ordinance.

### **3.20 NOTICE OF SICK LEAVE:**

Notice that a member is sick or injured and cannot report for duty will be made to their immediate supervisor.

### **3.21 FEIGNING ILLNESS OR INJURY:**

No member shall feign illness or injury.

### **3.22 ILLNESS WHILE ON-DUTY:**

When a member becomes sick while on-duty to the extent they must leave their duty station, they shall immediately notify their supervisor.

### **3.23 RESTRICTIONS ON ACTIVITIES WHILE SICK, INJURED, OR ON LIMITED-DUTY:**

- A. **REMAIN AT RESIDENCE:** Members, while on sick or injured leave, shall remain at their place of residence unless it is necessary for them to go to a doctor, hospital, or pharmacy. If for medical reasons it should be necessary for a sick or injured member to stay at some location other than their residence, they must notify their supervisor who shall ensure the new temporary address is made a matter of record.
- B. **NO EXTRA EMPLOYMENT:** Members shall neither engage in outside employment nor work any city overtime while on sick or injured leave. Members, after having been out on sick or injured leave, must complete one regular tour of duty before engaging in any outside employment or working city overtime. The overtime restriction may be waived in an emergency.
- C. **LIMITED OR LIGHT-DUTY STATUS:** Members on limited-duty or light-duty status shall not engage in any off-duty employment or work any overtime for the city. The overtime restriction on limited-duty may be waived during an emergency.

### **3.24 NEGOTIATIONS ON BEHALF OF SUSPECT:**

- A. **PARTICIPATE IN ARRANGEMENT:** Members shall not participate in any arrangement between the suspect and the person who has allegedly suffered by the suspect's act which would result in the criminal





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escaping the penalty of the law, nor shall any member seek the continuance or dismissal of any case on behalf of the defendant in court for any reason.

- B. **PROMISES:** Members shall not make promises that cannot be fulfilled.

### **3.25 TRAFFIC STOPS WHILE NOT IN UNIFORM:**

- A. **OFF-DUTY:** Off-duty officers, whether in uniform or not, shall not engage in traffic stops. In cases involving crashes or where probable cause exists for the offense of driving while intoxicated, off-duty officers should contact the dispatcher to request an on-duty officer to make the traffic stop or arrest traffic violators.
- B. **ON-DUTY:** On-duty officers, not in uniform, may make traffic stops only when their assignment requires such traffic stops and when such traffic stops are approved by their division commander in writing. In such cases, the vehicle used in making the traffic stop shall have an emergency light prominently displayed and a siren as required for emergency vehicles by the Texas Motor Vehicle Laws.
- C. **REQUEST ASSISTANCE:** On-duty officers, not in uniform, other than that situation outlined in paragraph B, shall not make traffic stops. If there is a need to stop a traffic violator, the non-uniformed officer shall request a uniformed officer in a marked vehicle to make the traffic stop.

### **3.26 TREATMENT OF PRISONERS:**

Prisoners shall be protected in their legal rights, given humane treatment, and shall not be subjected to verbal abuse or unnecessary physical violence.

### **3.27 GIVING INFORMATION IN INTERNAL INVESTIGATIONS:**

- A. **DUTY TO GIVE INFORMATION:** A member shall, when requested, answer questions, render statements, or surrender material relevant to a Professional Standards Section investigation.
- B. **GARRITY WARNING:** Any member who is the subject of a Professional Standards Section investigation gives a written report; provided they are advised:
1. The report is for departmental purposes only;
  2. The report will not be used against them in any subsequent criminal investigation or prosecution; and
  3. Should they fail to give a written report, a lawful order to do so will be given, and failure to follow such an order will result in disciplinary action.

### **3.28 RESPONSIBILITY TO KNOW LAWS AND PROCEDURES:**

- A. **LAWS AND ORDINANCES:** Members shall learn and thoroughly understand the laws and ordinances which they are charged with enforcing.
- B. **WRITTEN DIRECTIVES:** Members shall familiarize themselves with all written directives which are published by the department and which affect their assignment.
- C. **PENALTY FOR VIOLATIONS:** Violation of any lawfully adopted departmental rule or regulation by any department employee who is subject to the same, shall be sufficient cause for suspension or termination in accordance with applicable law and Fire and Police Civil Service Commission procedure, whether the rule or regulation is part of the originally promulgated rules and regulations, or is contained in a subsequent general or special order, directive, or other amendment to the rules.



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- D. **LACK OF KNOWLEDGE:** Lack of knowledge of such rules or regulations shall never be a defense to any disciplinary action, if said rules or regulations have been disseminated or posted as set forth in the regulations and if the employee has had a reasonable opportunity to become familiar with the rules and regulations.

### **3.29 SOLICITING SPECIAL PRIVILEGES:**

- A. **FOR PERSONAL GAIN:** Members shall not use their official position to solicit special privileges for themselves or others.
- B. **SOLICITING CITIZENS' PETITION:** Members shall not request the aid of any citizen to have them transferred within the department from one classification of work to another, nor to have them transferred from one beat or district of the city to another.

### **3.30 CONSORTING WITH PERSONS OF ILL-REPUTE:**

- A. Members shall limit their personal and professional associations to persons of good character and whose reputations are beyond reproach.
- B. Members shall not associate with known or suspected criminals where said associations do or tend to bring the department and/or the member into disrepute. Generally, familial associations are not prohibited by this rule. However, where an association is with a family member who still engages in criminal activity, or where the association does or tends to further criminal conduct on the part of the family member, those associations are prohibited. Associations with known or suspected criminals in furtherance of a member's duties are not prohibited by this rule.

### **3.31 DISPLAYING OR DISCHARGING FIREARMS:**

- A. **DISPLAYING FIREARM WHILE NOT IN UNIFORM:** Officers, whether on- or off-duty, not in uniform, are prohibited from wearing their weapon on the outside of their clothing in such a manner it causes alarm.
- B. **DISPLAYING FIREARM UNNECESSARILY:** Members shall not unnecessarily display their firearms.
- C. **DISCHARGING FIREARMS:** Officers may discharge firearms in the following circumstances only:
1. At target practice;
  2. To destroy an animal in conformance with departmental procedures;
  3. In defense of one's life or the life of another; or
  4. To hunt wild game, while properly licensed and in conformance with state law.
- D. **REPORT REQUIRED:** Any officer discharging a weapon accidentally or intentionally, except on the target range or while lawfully hunting wild game, shall immediately report the incident, in writing, to their immediate supervisor.

### **3.32 ACTIVITIES OF MEMBER WHILE UNDER SUSPENSION:**

- A. **PROHIBITED ACTIVITIES:** Officers while under suspension shall not:
1. Wear the San Antonio Police Department uniform or any part of the uniform;
  2. Represent themselves as members of the San Antonio Police Department;





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3. Carry or display their San Antonio Police Department badge or identification;
  4. Engage in outside employment which requires an extension of police services; nor any form of outside employment prohibited by existing SAPD General Manual procedures governing outside employment; or
  5. Exercise the power or authority of a police officer of the City of San Antonio, Texas.
- B. **RIGHTS AND PRIVILEGES:** Officers, while under suspension, have only the rights and privileges afforded a private citizen regarding the carrying of any weapon.

### **3.33 ARRESTS IN PERSONAL QUARRELS:**

Members, while off-duty, shall not make arrests in quarrels in which they are personally involved or those in which their families are involved, except when immediately necessary to prevent bodily injury or death.

### **3.34 MAINTAINING CERTIFICATION:**

Each officer shall maintain minimum standards for retention of their license issued by the Texas Commission on Law Enforcement.

### **3.35 REPORT AN ARREST, CRIMINAL CHARGE, OR INDICTMENT:**

Any member arrested, charged with, or indicted for a state criminal offense, in any state, which is above the level of a class C misdemeanor or which is a class C misdemeanor and the class C misdemeanor involves the duties and responsibilities of office, or for a federal criminal offense, must immediately provide the Office of the Chief of Police with written notification of such incident. The member must provide the Office of the Chief of Police with the name of the arresting agency, a description of the nature of the charges, and the style, court and cause number of the charge or indictment, if any.

### **3.36 SEXUAL MISCONDUCT PROHIBITED**

- A. Members (sworn and civilian) are prohibited from engaging in sexual conduct while:
1. On-duty;
  2. In uniform;
  3. Working off-duty (extension of police services);
  4. Officially representing the San Antonio Police Department;
  5. In a mentoring capacity (Including, but is not limited to: direct supervision, F.T.O., Academy Instructor or Explorer Advisor, etc.); or
  6. Using their position with the San Antonio Police Department in any capacity;
- B. Sexual Conduct is defined in accordance with Texas Penal Code Section 21.01 (1) (2) (3), 21.07 (a) (1) (2) (3) (4) and 21.08 (a).



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### **SECTION 4.00 ATTENTIVENESS TO DUTIES**

#### **4.01 MEMBERS SUBJECT TO DUTY:**

While within the corporate limits of the City of San Antonio, officers of the San Antonio Police Department will consider themselves available for duty in any emergency situation, regardless of their actual duty status. On-duty officers shall carry their police identification and an approved weapon. Off-duty officers shall carry their police identification and should carry an approved weapon.

- A. **NONEMERGENCY ACTIONS:** When an officer, not on-duty, has a matter come to their attention that is not an emergency situation requiring immediate action, they shall call the police dispatcher and request the assignment of an on-duty officer. Once the on-duty officer has arrived, the off-duty officer will not interfere or participate in the incident unless requested to do so by the officer(s) assigned to handle the incident.
- B. **AUTHORITY OUTSIDE CITY LIMITS WHILE OFF-DUTY:** An officer, while off-duty outside the city, has only the rights, authority, and privileges of a private citizen.
- C. **AUTHORITY OUTSIDE CITY LIMITS WHILE ON ASSIGNMENT:** Police officers on an assignment outside the city, contact the agency having original jurisdiction, and seek the assistance of that agency's officer's in any action to be taken. Any action taken will be confined to what is necessary to accomplish the assignment.

#### **4.02 ALERTNESS REQUIRED OF MEMBERS:**

Members shall at all times be attentive to their duties and by their alertness and observation, and demonstrate their interest in their work.

#### **4.03 REQUIREMENT TO TAKE ACTION:**

On-duty members are required to take prompt and effective police action conforming to departmental policies with respect to violations of laws and ordinances and matters affecting public safety coming to their attention, or of which they have knowledge.

#### **4.04 REPORTING FOR DUTY:**

Members, unless otherwise directed, shall report for duty or present themselves at the time and place specified by proper authority. They shall be properly uniformed, or dressed, and equipped.

#### **4.05 AVAILABILITY WHEN ON-DUTY:**

No member while on-duty shall conceal himself, except for some police purpose. Members shall keep themselves immediately and readily available at all times when on-duty.

#### **4.06 ON-DUTY ACTIVITIES:**

Members shall not devote any of their on-duty time to any activity other than that which relates to their duty assignment. Members shall not enter places of amusement while on-duty, except for police purposes. Members shall not remain at any one place longer than is necessary to accomplish a police objective.

#### **4.07 PROMPT RESPONSE TO ALL CALLS:**

Officers shall respond without delay to all calls for police service from citizens or other members. Immediately upon completion of the call, officers shall notify the dispatcher of their return to service.



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### **4.08 REPORTING HAZARDS AND ASSISTING THE PUBLIC:**

Members observing anything of a dangerous or hazardous nature, citizens in distress, anything that might occasion public inconvenience, or seems irregular or offensive shall ensure proper action and report the incident. Members shall assist the public and not avoid this responsibility.

### **4.09 DUTY TO REPORT CRIMES:**

Members receiving or possessing facts or information relative to a criminal offense shall not conceal, ignore, distort, or retain such facts or information, and will report such facts. Members will have a continuing duty to report facts and information relative to criminal offenses until the criminal offense has been reported through proper channels.

### **4.10 DUTY TO REPORT INCIDENTS:**

Members shall immediately report the following categories of incidents, in addition to other incidents covered by these rules and departmental procedures, in accordance with the procedures of the Department.

- A. **TRAFFIC CRASH INVOLVING MEMBER:** Members, while in a city vehicle, shall immediately report any traffic crashes in which they are involved.
- B. **ON-DUTY INJURY:** Members shall immediately report any personal injuries received in the line-of-duty.
- C. **OFF-DUTY INJURY:** Members shall immediately report any off-duty injuries which are apt to interfere with the performance of duties.
- D. **INJURY OR PROPERTY DAMAGE CAUSED BY MEMBER:** Members shall immediately report all property damage or injuries caused to other persons while in the performance of their duty.
- E. **INCIDENTS WHERE THE CITY MAY BE LIABLE:** Members shall immediately report all incidents in which it appears the City of San Antonio may be liable for damages.
- F. **DANGER TO PUBLIC HEALTH OR SAFETY:** Members shall immediately report any conditions which might endanger the public health or safety.
- G. **SUIT OR LEGAL PROCESS AGAINST MEMBER:** Members shall immediately report any suits or legal processes filed against them by reasons of acts performed by them in the line-of-duty. Personnel are to bring the original citation to the Office of the Chief and sign a form requesting Legal Representation, which will be forwarded to the City Attorney's Office. In the event personnel receive or are served with a suit or legal process after normal business hours, (0745-1630 hours, Monday – Friday), they shall report to the Office of the Chief the next business day with the original citation.
- H. **DAMAGE TO CITY PROPERTY:** Members shall immediately report damage to any city property.

### **4.11 REQUIRED TO TAKE AND MAINTAIN NOTES:**

Field officers shall carry notebooks or notepads to record the details of any police action they might take. All officers will take and keep notes of the police actions in which they are involved. Data pertinent to cases investigated will be kept and maintained by the officer involved.

### **4.12 OFFICIAL REPORTS:**

- A. **COMPLETION OF REPORTS:** Members shall complete reports promptly, accurately, and in conformance with the reporting procedures of the department.



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- B. SUBMISSION OF REPORTS: Members shall complete and submit all reports prior to going off-duty.
- C. FORM AND CONTENTS: Members' reports shall be professionally written in good grammatical form and shall not contain slang, profanity, colloquial expressions, or insulting racial terminology, except when the language is a quotation and is essential to the investigation, a part of the offense, or related to the officer's action. The public portion of the report shall contain only the information required therein and shall not contain any information which is privileged or confidential. Information to be restricted from the public portion of the report includes:
  - 1. Matters relating to investigative techniques or procedures;
  - 2. Opinions or judgments of the officer;
  - 3. Facts tending to identify suspects or informants; or
  - 4. Information which should be confidential and which relates to a continuing investigation.

### **4.13 DUTY TO TAKE ACTION:**

Officers are charged with the responsibility to enforce local ordinances, state laws, and federal statutes, to preserve the peace, and to protect lives and property. All officers will take immediate action to prevent any obvious felony offense, or to arrest, if reasonably possible, any known felony offender, and to protect all persons and property from imminent harm.

### **4.14 COURTESIES ACCORDED THE NATIONAL COLORS AND ANTHEM:**

Members of the department shall salute the National Colors during the playing of the National Anthem with the hand salute appropriate to their dress:

- 1. Full Uniform with Headgear-At the first note of music: stand at attention and executes a military salute;
- 2. Uniform without Headgear-At the first note of music: stand at attention and hold this position until the last note of music has been played; or
- 3. Relaxed Apparel or Civilian Attire-At the first note of music: stand at attention and place right hand over heart.

### **4.15 RESPONSIBILITY FOR INTERNAL INVESTIGATIONS:**

- A. FORMAL INVESTIGATIONS: The Professional Standards Section has the responsibility for investigating allegations of non-criminal misconduct by members of the Department.
- B. INVESTIGATION OF MEMBERS: Members who have a reason to believe another member of the Department should be investigated shall write a report to the commander of the Professional Standards Section giving the details of that belief.
- C. PRELIMINARY INVESTIGATIONS: Supervisory officers may conduct preliminary investigations under the following circumstances:
  - 1. Only to the extent necessary to determine the validity of a complaint or to provide justification for an investigation; or
  - 2. If a violation is occurring and the offender may escape detection if an investigation is delayed.



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Section 200 – Rules and Regulations***

### **4.16 ABSENCE FROM ASSIGNMENT:**

Members shall not leave their beats or assigned areas except in the line-of-duty, upon authorization of a supervisor, or at the end of a scheduled tour-of-duty.

### **4.17 COOPERATION WITH OTHER AGENCIES:**

Members shall cooperate with all agencies engaged in the administration of criminal justice and other public departments, giving to each all aid and information they might be entitled to receive.

### **4.18 RELATIONS WITH NEWS MEDIA:**

Members shall be open, honest, and cooperative with members of the news media, whenever possible, provided such actions are consistent with the statutes of the State of Texas and the policies of the Department.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 301 – Directive System

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	February 19, 2014 July 10, 2013
Office(s) with Secondary Responsibilities:	CAO, IDC, PSC, PNC, SSM, TSC	Number of Pages:	9
Forms Referenced in Procedure:	SAPD Form #65 SAPD Form #159 SAPD Form #159 CD SAPD Form #159-1MGOR SAPD Form #159-R	Related Procedures:	None

### .01 INTRODUCTION

This procedure establishes a formal written directive and information system to provide employees with a clear understanding of the responsibilities and expectations relative to the performance of their duties.

### .02 AUTHORITY OF CHIEF OF POLICE

- A. Pursuant to Article V of the Charter of the City of San Antonio, the Director of the Police Department (Chief of Police) has supervision and control over the Police Department, subject to approval by the City Manager.
- B. Pursuant to the Collective Bargaining Agreement by and between the City of San Antonio and the San Antonio Police Officers' Association, the Chief of Police has the exclusive right to establish Department policies and procedures, subject to review by the City Manager.

### .03 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

City	Department	Departmental Orders
Non-Sworn Member	Officer and Sworn Member	Supervisory Officer

### .04 WORD USAGES

- A. The meaning of words or phrases not specifically defined shall be interpreted to have the meaning and intent established in the common usage.
- B. The following rules of grammar shall apply throughout the General Manual.
  1. The use of the present tense includes the past and future tenses and the future tense includes the present.
  2. The use of the masculine gender includes the female gender.
  3. The use of the singular number includes the plural and the plural includes the singular.
- C. The following verbs are used throughout the General Manual; however, the absence of a mandatory verb does not make a requirement any less imperative.
  1. The words "shall," "will," and "must" are used to specify the required action.
  2. The word "may" is permissive.
  3. The word "should" is advisory and, where used, indicates the procedure is not mandatory; however, it is to be followed if the situation permits and where such action is deemed practical.

### .05 GENERAL MANUAL

- A. In accordance with the Rules and Regulations of the San Antonio Police Department, the General Manual of the San Antonio Police Department is hereby established and shall be referred to hereafter as the General Manual.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 301 – Directive System*



- B. The General Manual is issued under the authority of the Chief of Police and has the effect of an order.
- C. The General Manual is and shall be a composite of those policies, procedures, rules, and regulations pertaining to or affecting more than one (1) bureau, division, section, unit, shift or office, as established under existing organizational orders.
- D. If any section, procedure, subsection, item, clause, or phrase contained in the General Manual is found to be illegal or otherwise incorrect or inapplicable, such finding shall not affect the validity of the remaining portions of the General Manual.
- E. The General Manual does not encompass every possible circumstance. Therefore, it is expected the authority of supervisory officers be implemented to deal with those situations not specifically addressed in this General Manual.

### **.06 GENERAL MANUAL FORMAT**

- A. The General Manual is composed of nine (9) sections, a glossary, and an index which is hereby established and whose contents are briefly defined as follows:
  - 1. Section 100, *Statement of Philosophy*, contains a Foreword from the Chief of Police, a Statement of the Department's Philosophy, Vision, Mission, Guiding Principles, and the Law Enforcement Code of Ethics.
  - 2. Section 200, *Rules and Regulations*, contains the Rules and Regulations of the Department.
  - 3. Section 300, *Administrative Procedures*, contains procedures necessary to the administrative and managerial functions of the Department.
  - 4. Section 400, *Technical Procedures*, contains procedures relative to written reports, communications, and computer systems.
  - 5. Section 500, *Arrest Procedures*, contains procedures pertaining to the use of force, the legal and procedural aspects in effecting arrests, and the execution of search warrants.
  - 6. Section 600, *Operation Procedures*, contains procedures designed to aid officers in the execution of line duties performed in the direct furtherance of police objectives.
  - 7. Section 700, *Investigative Procedures*, contains procedures pertaining to the field and follow-up investigation of certain criminal offenses and civil and departmental incidents.
  - 8. Section 800, *Emergency Operations*, contains procedures which outline the planned responses of the Department to and during unusual occurrences and critical incidents.
  - 9. Section 900, *Personnel Procedures*, contains procedures relative to the assignment, deployment, evaluation, and attendance of members.
  - 10. The Glossary contains words or specialized phrases with an explanation or definition of those words or phrases.
  - 11. The Index contains an alphabetical list of topics listed throughout the General Manual.
- B. Each procedure in the General Manual is titled and numbered. Within each procedure a lettering and numbering system is used which provides a quick reference to all material and maintains the flexibility of format necessary to facilitate expansion and revision of its contents.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 301 – Directive System*



1. A typical procedure number used in the General Manual would be Procedure 301, indicating the first procedure in Section 300.
2. A section within Procedure 301 would be number 301.01, indicating the first section within the procedure.
3. A subsection within Section 301.01 would be lettered 301.01A, indicating the first subsection within that section.
4. The standard outline format is followed to define components within subsections of all procedures.

### **.07 GENERAL MANUAL ISSUANCE AND MAINTENANCE**

#### **A. The Research and Planning Office:**

1. Distributes General Manuals in hard-copy form and in electronic media form to the Training Academy for issuance to each cadet upon starting the Training Academy.
2. Issues General Manuals in electronic media form to all officers, if any new procedures have been added to the General Manual or if any existing procedures have been revised.
3. Ensures the General Manual is available to all officers through a computerized documentation system.

#### **B. Officers who have lost their electronic media copies of the General Manual may obtain a replacement copy by submitting a written report, approved by a supervisor, to the Research and Planning Office.**

#### **C. All members issued a General Manual, including replacement copies, shall sign and date SAPD Form #159 (Paper Format) and/or #159-CD (CD Format), *General Manual Receipt*, and return the form to the Research and Planning Office.**

#### **D. Officers are responsible for keeping their General Manual maintained in a serviceable condition.**

### **.08 GENERAL MANUAL PROCEDURE REVISIONS, ADDITIONS, OR DELETIONS**

#### **A. Requests for revisions, additions, or deletions of procedures in the General Manual are submitted in writing, through the chain of command to the Research and Planning Office. The Research and Planning Office will present the proposed changes for approval through the Office of the Chief of Police.**

#### **B. Revisions, additions, or deletions of procedures in the General Manual are made by the issuance of a General Order.**

### **.09 STANDARD OPERATING PROCEDURE MANUALS**

#### **A. Standard operating procedures are written guidelines for achieving uniformity in the performance of tasks and improving job awareness among members of a bureau, division, section, unit, shift, detail, or office within particular division.**

#### **B. Standard operating procedure manuals, referred to hereafter as SOP manuals, are a consolidation of current standard operating procedures unique to each bureau, division, section, unit, shift, detail, or office within a particular division.**

#### **C. SOP manuals are published by Bureau/Division/Section Commanders, Unit/Shift Directors, and Detail/Office Supervisors under the authority of the Chief of Police and have the effect of an order.**

#### **D. Bureau/Division Commanders ensure all divisions, sections, units, shifts, details, and offices under their command have SOP manuals.**





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 301 – Directive System*



- E. SOP manuals need not incorporate policies, procedures, rules, or regulations established and contained in the General Manual; however, reference to such may be included.

### **.10 SOP MANUAL FORMAT**

- A. The format, words, and terms contained in SOP manuals conform to those prescribed for the General Manual.
- B. SOP manuals are titled to identify the applicable bureau, division, section, unit, shift, detail, or office. A typical manual would be titled as follows:

*Standard Operating Procedure Manual  
Patrol Division Office*

or

*Standard Operating Procedure Manual  
Traffic Section*

or

*Standard Operating Procedure Manual  
Homicide Unit*

- C. The contents of SOP manuals are arranged in the following order:

1. Table of Contents
2. Introduction
3. Mission Statement
4. Administrative Section
  - a. This section is numbered "Section 100" and contains position descriptions and procedures necessary to the administrative and managerial functions unique to the bureau, division, section, unit, shift, detail, or office.
  - b. The following procedures are mandatory within the Administrative Section:
    - (1) Position descriptions;
    - (2) File management;
    - (3) Inventory control;
    - (4) Goals and objectives;
    - (5) Budgetary guidelines;
    - (6) Standard Operating Procedure issuance and review process;
    - (7) Personnel attendance;
    - (8) Roll call procedures, if applicable;
    - (9) Correspondence guidelines; and
    - (10) Training for members and volunteers.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 301 – Directive System*



### 5. Operations Section

- a. This section is numbered "Section 200" and contains procedures designed to guide, direct, and instruct officers in the accomplishment of the objectives or functions pertinent to a particular bureau, division, section, unit/shift, detail, or office.
- b. Each bureau, division, section, unit/shift, detail, and office is unique in their objectives and functions; therefore, the procedures contained in the Operations Section of each SOP manual will be different. The only mandatory requirement is it will contain procedures for each major objective or function performed.

### **.11 SOP MANUAL ISSUANCE AND MAINTENANCE**

- A. Bureau/Division/Section Commanders, Unit/Shift Directors, and Detail/Office Supervisors issue SOP manuals according to the following:
  1. One (1) copy is issued to the appropriate bureau, division, section, unit, shift, detail, and office. This copy shall be referred to hereafter as the "Administrative Copy."
  2. One (1) copy is issued to each member of the appropriate bureau, division, section, unit, shift, detail, and office. This copy shall be referred to hereafter as the "Member Copy."
  3. One (1) copy is issued to the Quality Assurance Unit.
- B. Section Commanders, Unit/Shift Directors, and Detail/Office Supervisors forward written reports to their Division Commander ensuring each member has received a "Member Copy" of the appropriate SOP manual.
- C. Bureau/Division/Section Commanders, Unit/Shift Directors, and Detail/Office Supervisors maintain the "Administrative Copy" to reflect revisions, additions, or deletions of procedures.

### **.12 SOP MANUAL PROCEDURE REVISIONS, ADDITIONS, OR DELETIONS**

- A. Bureau/Division/Section Commanders, Unit/Shift Directors, and Detail/Office Supervisors must review/update all SOP Manuals and submit them to the respective chain of command no later than June 1<sup>st</sup> of each year.
- B. The SOP Manual must reflect the most current practices of the office reflected and upon such review/update, it will reflect effective date.
- C. The revised/updated SOP version will be emailed through the chain of command, and noted on SAPD Form #159-R, ***Request for Unit SOP Revisions/Additions***, through the chain of command to the Quality Assurance Unit.
- D. Paper and electronic copies of approved revisions, additions, or deletions of procedures in SOP manuals, along with copies of completed SAPD Forms #159-R, are routed to the Quality Assurance Unit for repository and archiving.
- E. Division Commanders, or designees, shall submit the electronic version in ***Microsoft Word Format*** to "***SOP Submissions***" (Outlook) and the final hard copy to the Quality Assurance Unit by July 1<sup>st</sup> of each year.
- F. Requests for any further off cycle revisions, additions, or deletions of procedures in SOP manuals are submitted, in writing, on SAPD Form #159-R, ***Request for Unit SOP Revisions/Additions***, through the chain of command to the Quality Assurance Unit.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 301 – Directive System*



### **.13 DEPARTMENTAL ORDERS**

- A. A "General Order" is a written order issued by the Chief of Police to the entire department establishing policy, rules, regulations, or procedures.
- B. A "Special Order" is a written order issued by the Chief of Police which defines policy and directs procedure for a special event or situation or for a particular unit for a temporary period of time.
- C. A "Chief's Memorandum" is a written memo issued by the Chief of Police used to clarify, inform, inquire, or direct a specific person, unit, or a specified number of persons or units. It may or may not convey an order.
- D. A "Personnel Order" is a written order issued by the Chief of Police used in personnel matters of: appointments, transfers, promotions, and demotions, changes in pay status, reprimands, suspensions, dismissals, retirements, resignations, and restorations to duty.
- E. A "Bureau/Division Order" is a written order issued by a bureau or division commander directed to personnel within the division that establishes permanent policy or procedures for a bureau or division. Bureau/Division orders must conform to and not conflict with, orders issued by the Chief of Police. Bureau/Division Orders have the force of orders issued by the Chief of Police.

### **.14 DEPARTMENTAL ORDERS FORMAT**

- A. All written directives (orders) are numbered in series corresponding to the year of issuance (i.e., General Order 11-01). The first two digits represent the year of issuance and the third and subsequent digits represent the sequence in which the directive falls.
- B. Bureau/Division orders, in addition to being numbered, are given the title of the issuing bureau or division (i.e., Patrol Division Order 11-01).

### **.15 ISSUANCE OF DEPARTMENTAL ORDERS**

- A. General Orders
  - 1. General orders, printed on light blue paper, are issued by the authority of the Chief of Police.
  - 2. The Office of the Chief of Police distributes general orders to bureau or division commanders for issuance to all officers under their command.
  - 3. Bureau/Division Commanders ensure divisions, sections, units, shifts, details, and offices under their command receive a sufficient number of general orders for each officer to be issued a general order.
  - 4. Section Commanders, Unit/Shift Directors, and Detail/Office Supervisors:
    - a. Ensure officers are issued general orders in a timely manner; and
    - b. Ensure officers complete SAPD Form #159-1MGOR, *Member General Order Receipt*, for all issued general orders.
  - 5. Supervisory Officers:



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 301 – Directive System*



- a. Issue general orders to officers under their supervision;
  - b. Ensure officers complete SAPD Form #159-1 MGOR for each general order issued; and
  - c. Conduct periodic inspections to ensure officers have been issued general orders;
6. Members:
- a. Complete SAPD Form #159-1 MGOR for each general order received; and
  - b. Contact their immediate supervisor if they have not received any general orders.
- B. Special Orders
1. Special orders, printed on light pink paper, are issued by authority of the Chief of Police to the affected bureau, division, section, unit, shift, detail, office, or member through the chain of command.
  2. Bureau/Division Commanders ensure each division, section, unit, shift, detail, office, or member affected by a special order receives a copy.
- C. Chief's Memoranda
1. Chief's memoranda, printed on light yellow paper, are issued by authority of the Chief of Police to the affected bureau, division, section, unit, shift, detail, office, or member through the chain of command.
  2. Bureau/Division Commanders ensure each division, section, unit, shift, detail, office, or member affected by a chief's memorandum receives a copy.
- D. Personnel Orders
1. Personnel orders, printed on light green paper, are issued by authority of the Chief of Police through the chain of command to the affected individual(s).
  2. Bureau/Division Commanders ensure each member affected by a personnel order receives a copy.
  3. A copy is routed to the Accounting and Personnel Office so all pertinent administrative personnel functions relative to the order can be performed.
- E. Bureau/Division Orders
1. Bureau/Division orders, printed on white paper, are issued by authority of bureau/division commanders to divisions, sections, units, shifts, details, offices, and officers within a bureau/division through the chain of command.
  2. Division/Section Commanders, Unit/Shift Directors, and Detail/Office Supervisors issue division orders to the affected officers under their command, direction, or supervision.
  3. Bureau/Division/Section Commanders, Unit/Shift Directors, and Detail/Office Supervisors maintain a file of all bureau/division orders affecting personnel under their command, direction, or supervision.
  4. Bureau/Division orders which establish standard operating procedures are incorporated in standard operating procedure manuals at the bureau, division, section, unit, shift, detail, and office levels as applicable.

#### **.16 RESCINDING DEPARTMENTAL ORDERS**



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 301 – Directive System*



- A. The authority to rescind written directives that are not self-canceling is restricted to the Office of the Chief of Police or a bureau/division commander authorized to issue the original directive.
- B. A general order is self-canceling as of the effective dates of the procedures contained in the general order.
- C. A special order is self-canceling, as indicated in the body of the special order, or when the special order is incorporated in a General Manual procedure.
- D. A personnel order is self-canceling as it becomes effective.
- E. A bureau/division order is canceled when it is incorporated into the appropriate SOP manual.

### **.17 INFORMATIVE PUBLICATIONS**

- A. A "Training Bulletin" is a document providing written instructional and training material for officers. It also includes changes in law.
- B. The "Daily Bulletin" is an instrument prepared by the Office of the Chief of Police directed to all members apprising them of information relative to the operation of the Department or beneficial to the members or the Department. It may or may not contain an order.

### **.18 DISTRIBUTION OF INFORMATIVE PUBLICATIONS**

- A. Training Bulletins
  - 1. The Training Academy Section prepares all training bulletins and routes them to the Research and Planning Detail to ensure there is no conflict with existing policies, procedures, rules, regulations, orders or accreditation standards.
  - 2. Upon approval by the Office of the Chief of Police, training bulletins are:
    - a. Published in the Daily Bulletin; or
    - b. Routed to bureau/division commanders for issuance to divisions, sections, units, shifts, details, offices, and members.
- B. Daily Bulletin
  - 1. The Daily Bulletin is compiled under the authority of the Chief of Police.
  - 2. Information relative to either the operation of the Department or the benefit of the members is submitted through the chain of command to the Office of the Chief of Police. The Chief of Police determines what information is placed in the Daily Bulletin.
  - 3. The Daily Bulletin is electronically distributed and may be retrieved, read, or printed from a Department computer by accessing the SAPDWEB intranet site selecting "Daily Bulletins." It may also be retrieved by accessing the network drive, [\\fscommon\17\bullet2013](#) (the year value will change accordingly).
  - 4. Members are reminded of Section 3.09 of the Rules and Regulations which states, "Members are responsible for reading the Department's Daily Bulletin prior to beginning their tour of duty. Departmental personnel returning to duty after any absence shall read all directives published during their absence, prior to returning to duty."



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 301 – Directive System*



#### **.19 WRITTEN COMMUNICATIONS**

- A. An "Interoffice Memorandum" is a written memo, originating in and remaining within a particular bureau, division, section, unit, shift, detail, or office. It is used to clarify, inform, inquire, or direct a specific bureau, division, section, unit, shift, detail, office, or person. It is routed through the chain of command and may or may not convey an order.
- B. An "Interoffice Correspondence" is a written document routed through the chain of command and is used to clarify, inquire, or inform a bureau, division, section, unit, shift, detail, or office outside of the issuing bureau or division. Interoffice correspondence is prepared on SAPD Form #65, *Interoffice Correspondence*, or an acceptable computer generated facsimile.
- C. An "Interdepartmental Correspondence" is a written document routed through the chain of command and is used to clarify, inquire, or inform another department within the City of San Antonio. Interdepartmental correspondence is prepared on the preprinted City of San Antonio form, or an acceptable computer generated facsimile.



# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

Office with Primary Responsibility:	COP, COB, CSB, SSB	Effective Date:	July 30, 2016
		Prior Revision Date:	November 10, 2015
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, TSD, FCD, IDC, SSS, SAS	Number of Pages:	27
Forms Referenced in Procedure:	None	Related Procedures:	314

### .01 COMMAND STRUCTURE

#### A. Chief of Police

The Chief of Police has control and supervision over the Police Department, subject to approval by the City Manager.

#### B. Acting Chief of Police

1. When the Chief of Police is going to be absent, he appoints, for a temporary period, an Acting Chief of Police from one of the Assistant Chiefs.
2. An Acting Chief of Police exercises all the powers and performs all the duties of the Chief of Police.

#### C. Assistant Chiefs (Bureau Commanders)

1. Assistant Chiefs set a priority of command in their Bureaus to be effective when more than one officer of the same rank is on duty.
2. When an Assistant Chief is going to be absent, he selects, for a temporary period, an Acting Assistant Chief from one of the Deputy Chiefs.

#### D. Deputy Chiefs (Division Commanders)

1. Deputy Chiefs set a priority of command in their Divisions to be effective when more than one officer of the same rank is on-duty.
2. Deputy Chiefs request another Deputy Chief to command their Division during their absence.

#### E. Officer in Command after Normal Business Hours

1. The Night Commander holds the rank of Captain and is the designated “Officer-in-Command” after normal business hours. As the highest-ranking, on-duty member of the Department, the Night Commander oversees operations to ensure all Sections, Units, Details, and Offices remain functional and operate within their chains of command, and that members comply with all Department policies and procedures. He also reports major incidents to the Command Staff and makes command notifications when necessary.
2. If the Night Commander is unavailable, an on-duty Lieutenant shall assume the duties of the Night Commander position and, therefore, would be responsible for the entire city for that shift.
3. The Night Commander performs the duties of Officer-in-Command from 2200 – 0600 hours.
4. In the event of an unusual occurrence or a serious police incident after normal business hours, the Officer-in-Command shall request the Communications Unit to notify a Deputy Chief, in accordance with GM Proc. 314, *Command Notification*. The Deputy Chief notified will then become the Officer-in-Command of the Department.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

### **.02 ORGANIZATIONAL FUNCTIONS**

#### **A. Chain of Command**

1. The Chain of Command follows the below order:
  - a. Chief of Police;
  - b. Assistant Chief;
  - c. Deputy Chief;
  - d. Captain;
  - e. Lieutenant;
  - f. Sergeant;
  - g. Detective-Investigator / Patrol Officer.
2. All officers follow the chain of command when they wish to communicate with officers of higher rank.

*NOTE: "Officer" means any sworn member of the Police Department*

*The patrol officer's next in command is a Sergeant since the rank of Detective-Investigator is not a supervisory rank*

3. At crime scenes, Investigations Division supervisory officers supersede equivalent supervisory rank officers from other divisions.
4. The chain of command may be bypassed in emergencies.

#### **B. Organizational Component Command Structure**

1. Bureau – A group commanded by an Assistant Chief or Civilian Assistant Director.
2. Division - A group commanded by a Deputy Chief.
3. Section/Office - A group commanded by a Captain or civilian manager.
4. Unit or Shift/Office - A group directed by a Lieutenant or civilian supervisor or manager.
5. Detail/Office - A group supervised by a Sergeant or civilian supervisor.

#### **C. Unity of Command**

1. Each organizational component, as depicted on the Department's organizational chart, is under the direct command, direction, or supervision of only one commander, director, or supervisor at any given time.
2. Each member is accountable to only one commander, director, or supervisor at any given time.
3. Sworn members may only be supervised by sworn members of a higher rank. Civilian members do not have supervisory authority over sworn members.





# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

### **D. Span of Control**

1. The span of control of each supervisory officer should not exceed fifteen (15) members, under normal working conditions.
2. During times of temporary, unusual, or emergency situations, the span of control may be increased.

### **E. Authority and Responsibility**

1. Supervisors who delegate authority are accountable for that delegated authority.
2. All supervisory officers shall be held accountable for the performance of employees under their immediate control.
3. All members have the authority to make decisions necessary for the effective execution of their responsibilities.

## **.03 DEPARTMENTAL FUNCTIONS**

### **A. Office of the Chief (COP)**

The Chief of Police is responsible for the effective performance and overall management of the Department. He ensures maximum possible responsiveness to community needs for police services by developing programs and policies that he deems necessary to maintain a modern, efficient, and effective Department.

#### **1. Police Media Services (CMS)**

The Police Media Services, supervised by a Sergeant, is responsible for disseminating information to the public and the media concerning the Department's mission, goals, and activities.

#### **2. Professional Standards Section (CPR)**

The Professional Standards Section, commanded by a Captain, has responsibility for the unit that investigates complaints against officers and for the Officer Concern Program. Through the Quality Assurance Unit and the Accreditation Unit, the Department is continually audited and reviewed for compliance to policy and procedure as well as the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards.

##### **a. Internal Affairs (CIA)**

The Internal Affairs Unit, directed by a Lieutenant, is responsible for investigating complaints against officers and performing administrative reviews of police incidents to determine whether policy, training, equipment, or disciplinary issues should be addressed. The Internal Affairs Lieutenant also directs the Officer Concern Program Coordinator.

##### **(1) Officer Concern Program (CIA)**

The Officer Concern Program, supervised by a Sergeant from the Internal Affairs Unit, identifies unacceptable behavioral traits in officers before those behavioral traits develop into disciplinary problems for the officer and the Department.

#### **3. Executive Officer (CXO)**

The Executive Officer, a Captain, has overall command and administrative responsibility for the Office of the Chief and assigned staff. The CXO is also responsible for oversight of projects assigned by the Office of the Chief and facilitates coordination throughout the Department.

##### **a. Assistant Executive – External (CXE)**

The External Assistant Executive Officer, a Lieutenant, supports the Executive Officer and assists the in the performance of his duties and responsibilities. The External Assistant Executive Officer has administrative responsibilities for the following:



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

- (1) **County Court Liaison Detail (CCL)**  
The County Court Liaison Detail, supervised by a Sergeant, provides liaison between the District, County, and Juvenile Courts and the Department to ensure officers' attendance and participation. Sergeant will support Municipal Court Liaison during any prolonged absences.
  - (2) **Municipal Court Liaison Detail (CML)**  
The Municipal Court Liaison Detail, supervised by a Sergeant, provides liaison between the Municipal Courts and the Department to ensure officers' attendance and participation. Sergeant will support County Court Liaison during any prolonged absences.
  - (3) **Off-Duty Employment Detail (CDD)**  
The Off-Duty Employment Detail, supervised by a Sergeant, administers the Off-Duty Employment in City Facilities program.
- b. **Assistant Executive – Internal (CXI)**  
The Internal Assistant Executive Officer, a Lieutenant, supports the Executive Officer and assists in the performance of his duties and responsibilities. The Internal Assistant Executive Officer has administrative responsibilities for the following:
- (1) **Legal Asset Seizure Detail (CAS)**  
The Legal Asset Seizure Detail, supervised by a Sergeant, is responsible for maintaining an inventory of all property that is held for forfeiture. This detail also files asset seizure cases with the District Attorney's Office.
  - (2) **Manpower Allocations Detail (CMA)**  
Manpower Allocations Detail, supervised by a Sergeant, is responsible for the proper and efficient deployment of sworn personnel and the responsibility for coordinating work assignments.
  - (3) **Administrative Sergeant (COP)**  
The Administrative Sergeant assists the Internal Executive Officer with the administrative tasks of the office of the Chief of Police and has responsibility for Office Administrative Staff and the Executive Protection Detail.
    - (a) **Executive Protection Detail (CEP)**  
The Executive Protection Detail, supervised by a Sergeant, provides protection for elected city officials and security for City Hall and visiting dignitaries.
- c. **Drug Intervention Program (CDI)**  
The Drug Intervention Program, supervised by a Sergeant, ensures that the drug testing of members complies with the standards mandated by Departmental policy and the current Collective Bargaining Agreement by and between the City of San Antonio, Texas and the San Antonio Police Officers' Association.
- d. **Integrity Detail (CID)**  
The Intelligence Detail, supervised by a Sergeant, is tasked with conducting intelligence collection, review, and assessment as assigned by the Chief.
- e. **Bureau Liaison (CBL)**  
Under administrative direction, leads personnel, manages resources, and personally interacts across all bureaus and divisions, toward the completion of special projects and assignments at the direction of the Executive Officer.



# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

(1) **Research and Planning (CRP)**

Research and Planning, supervised by a Sergeant, is responsible for supporting the Chief of Police and/or the Command Staff in the identification, development, and implementation of the goals and objectives of the Department through continuing research and analysis, organizational studies, statistical evaluation, strategic analysis, designing systems and solutions to complex problems, and revising/updating the General Manual (GM), and publication activities.

(a) **Grants Administration (SGM)**

Seeks grant funding opportunities and prepares grant applications for securing project funds from governmental agencies and financial institutions in coordination with the City Attorney, City departments, other governmental entities, private firms, and citizens.

f. **Legal Advisors Office (CLA)**

The Legal Advisors Office, a group of Assistant City Attorneys provided by the Labor Relations Section of the City Attorney's Office, provides the Department with legal opinions and assistance necessary to perform the law enforcement function.

g. **Human Resources (SHR)**

The Human Resources Office, directed by a civilian, is responsible for interpreting, administering, and complying with employment law and City of San Antonio policies, procedures, and programs.

4. **Operations Bureau (COB)**

The Operations Bureau, commanded by an Assistant Chief, assists the Chief of Police in the operations of the Department, and has administrative responsibilities for the North Patrol Division, South Patrol Division, and the Tactical Division.

a. **North (PNC) and South (PSC) Patrol Divisions**

The Patrol function is divided into the North (PNC) and South (PSC) Patrol Divisions, each commanded by a Deputy Chief with administrative responsibilities for sections that provide front-line crime suppression and prevention, timely response to citizens' requests for police services, protection of life and property, and the preservation of peace and order within the community. The North Patrol Division consists of the Northwest Patrol Section (PPS), the North Patrol Section (NPS), and the East Patrol Section (EPS). The South Patrol Division consists of the West Patrol Section (WPS), the South Patrol Section (SPS), and the Central Patrol Section (CPS).

(1) **Executive Officer (PDC)**

The Executive Officer, a Captain, supports both the North (PNC) and the South (PSC) Patrol Divisions, each commanded by a Deputy Chief, in the performance of his duties and responsibilities. The Executive Officer has overall administrative responsibilities for the Patrol Divisions and supervises the Administrative Sergeant and staff assigned. Responsible for oversight of projects assigned to the Patrol Division and facilitates the coordination throughout the Department. Assist with various tasks assigned by the Deputy Chiefs.

(a) **Administrative Sergeant (PNC) Patrol Divisions Only**

The Administrative Sergeant has administrative responsibilities for the Patrol Divisions.

(2) **Night Commanders (POC)**

The Night Commanders are the designated "Officer-in-Command" after normal business hours and serve as the Chief's representative during their duty hours. Additionally, the Night Commanders report major incidents to the Command Staff and make command notifications when necessary.



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(3) **West (WPS); South (SPS); Central (CPS); Northwest (PPS); North (NPS); and East (EPS) Patrol Sections:**

Each Patrol Section is commanded by a Captain, with administrative responsibilities for patrol shifts, a community service detail, and a property crimes detail that provide front-line crime suppression and prevention, protect life and property, and respond to citizens' requests for police services within the geographic boundaries of their respective sections of the city. The Central Patrol Section also has responsibility for the Downtown Bike Patrol Unit and the Mental Health Detail.

(a) **Community Services Detail (SAFFE) – West (WCS); South (SCS); Central (CCS); Northwest (PCS); North (NCS); and East (ECS):**

Each Community Services Detail, supervised by Sergeants at the respective Patrol Section, consists of SAFFE officers, Crisis Intervention Officers, Crime Prevention Officers, Crisis Response Teams, and a School Safety Officer operating as a liaison between officers in the field and citizens or groups in need of direct or immediate police services.

(i) **Crisis Response Team (CRT) – West (WCR); South (SCR); Central (CCR); Northwest (PCR); North (NCR); and East (ECR):**

The Crisis Response Teams, located at each of the Department's substations, pair Community Services Specialists and Police Officers to provide direct services to victims of domestic violence.

(ii) **Police Athletic League (CAL) – Central Service Area Only:**

The Police Athletic League, supervised by a Sergeant, offers a large variety of sports, education, and recreational programs to all of San Antonio's youth.

(iii) **Volunteers in Policing (CVP) – Central Service Area Only:**

Volunteers in Policing, supervised by a Civilian Manager, are a group of volunteer citizens who work assignments throughout the Department.

(iv) **Cellular on Patrol (CCP) – Central Service Area Only:**

Cellular on Patrol, supervised by COP Coordinators, is a group of volunteer citizens who patrol neighborhoods and report suspected criminal activities.

(v) **Public Safety Team (CST) – Central Service Area Only:**

The Public Safety Team, supervised by a Sergeant, is a group of volunteers who are trained to issue Handicap Parking citations to the public and perform other non-hazardous duties for the Department. They provide information on the Americans with Disabilities Act to the public on the purpose of Handicap parking with the goal of reducing the number of violations.

(b) **Investigative Detail – West (WID); South (SID); Central (CID); Northwest (PID); North (NID); and East (EID):**

Each Investigative Detail, supervised by a Sergeant, has administrative responsibilities for the Property Crimes Detectives in the respective Service Area.

(i) **Property Crimes Detectives – West (WPD); South (SPD); Central (CPD); Northwest (PPD); North (NPD); and East (EPD):**

The Property Crimes Detectives, supervised by a Sergeant of the respective Investigative Detail, have investigative and case management responsibilities for all burglary, theft, and other miscellaneous property crime offenses in the respective Service Area.

(c) **Patrol "A" Shift – West (WPA); South (SPA); Central (CPA); Northwest (PPA); North (NPA); and East (EPA):**

Each Patrol "A" Shift, directed by a Lieutenant in the respective Patrol Section, has enforcement responsibilities for the basic police services provided by the respective Patrol Section. Duty hours for "A" Shift are in accordance with the current Collective Bargaining Agreement.



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- (d) **Patrol "B" Shift – West (WPB); South (SPB); Central (CPB); Northwest (PPB); North (NPB); and East (EPB):**

Each Patrol "B" Shift, directed by a Lieutenant in the respective Patrol Section, has enforcement responsibilities for the basic police services provided by the respective Patrol Section. Duty hours for "B" Shift are in accordance with the current Collective Bargaining Agreement.

- (e) **Patrol "C" Shift – West (WPC); South (SPC); Central (CPC); Northwest (PPC); North (NPC); and East (EPC):**

Each Patrol "C" Shift, directed by a Lieutenant in the respective Patrol Section, has enforcement responsibilities for the basic police services provided by the respective Patrol Section. Duty hours for "C" Shift are in accordance with the current Collective Bargaining Agreement.

- (f) **Patrol "T" Shift – West (WPT); South (SPT); Central (CPT); Northwest (PPT); North (NPT); and East (EPT):**

Each Patrol "T" Shift, directed by a Lieutenant in the respective Patrol Section, has enforcement responsibilities for the basic police services provided by the respective Patrol Section. Duty hours for "T" Shift are in accordance with the current Collective Bargaining Agreement.

- (g) **Downtown Bike Unit/Foot Patrol (CFP) – Central Service Area Only**

The Downtown Bike Patrol Unit, directed by a Lieutenant, is divided into details that augment the efforts of the Central Patrol Section by providing a high degree of visibility in the downtown area. This unit falls under the command of the Central Patrol Section Captain.

- (i) **Bike Patrol "A" Detail (CFA) – Central Service Area Only**

The Bicycle Patrol "A" Detail, supervised by Sergeants, augments the efforts of the patrol shifts in the downtown area. Duty hours for the "A" Detail are in accordance with the current Collective Bargaining Agreement.

- (ii) **Bike Patrol "B" Detail (CFB) – Central Service Area Only**

The Bicycle Patrol "B" Detail, supervised by Sergeants, augments the efforts of the patrol shifts in the downtown area. Duty hours for the "B" Detail are in accordance with the current Collective Bargaining Agreement.

- (aa) **Mental Health Detail (PMH)**

The Mental Health Detail, supervised by a Sergeant, is responsible for working closely with the local mental health authority, SAPD Psychological Services and the Haven for Hope to provide alternatives to arrest and booking of individuals experiencing a Mental Health Crisis in accordance with GM Proc. 611 – *Mentally Ill Persons*.

b. **Tactical Support Division (TSC)**

The Tactical Support Division, commanded by a Deputy Chief, consists of the Special Enforcement Section, Emergency Operations sections, and Traffic Section. The Tactical Support Division has administrative responsibilities for the sections and units that respond to critical incidents and unusual occurrences, suppress violent street crime, and conduct traffic operations.

(1) **Emergency Operations Section (TEO)**

The Emergency Operations Section, under direction of a Captain, acts as the law enforcement coordinator for the Department for all natural and manmade disasters. This section works closely with the Emergency Management Coordinator for the City.

(a) **Special Operations Unit (TSO)**

The Special Operations Unit, directed by a Lieutenant, is divided into details consisting of highly trained uniformed officers who respond to violent incidents, detect and apprehend wanted persons, and augment the efforts of the Patrol Division.



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- (i) **SWAT “A” Shift Detail (TSA)**  
The SWAT “A” Shift Detail, supervised by Sergeants, works on directed patrol projects as normal deployment, but responds to critical incidents when needed.
- (ii) **SWAT “B” Shift Detail (TSB)**  
The SWAT “B” Shift Detail, supervised by Sergeants, works on directed patrol projects as normal deployment, but responds to critical incidents when needed.
- (iii) **Bomb Squad Detail (TBS)**  
The Bomb Squad Detail, supervised by a Sergeant, is responsible for safe transportation and disposal of bombs, explosives, and hazardous devices. There are also Bomb Canines and handlers assigned to the Bomb Squad.
- (iv) **Crisis Negotiators Detail (TCN)**  
The Crisis Negotiators Detail, supervised by a Sergeant, is responsible for responding to critical incidents in order to maximize the prospect of resolving the situation, providing crisis management education and training to the public and private sectors, and augmenting the patrol efforts of the Special Operations Unit
- (v) **K-9 Detail (TKD)**  
The K-9 Detail, supervised by a Sergeant, is responsible for assisting officers in the apprehension of suspects, the recovery of property, the recovery of evidence, and locating missing persons using highly trained canines.
- (b) **Street Crimes Unit (SCU)**  
The Street Crimes Unit, directed by a Lieutenant, will be tasked with responding to crime hotspots throughout the city as well as proactive enforcement based on actionable intelligence.
- (2) **Traffic Section (TTE)**  
The Traffic Section, commanded by a Captain, has the primary responsibility for maintaining public safety via traffic direction and the enforcement of traffic laws with an emphasis on expressway safety and DWI suppression. Additionally, the section facilitates control of special events, provides dignitary escort protection and supplies aerial support for police operations.
- (a) **Traffic "A" Shift (TCA)**  
The Traffic "A" Shift, directed by a Lieutenant, has an alternating work schedule with Traffic "B" Shift, and is responsible for the investigation of traffic accidents, traffic enforcement in selected geographical areas, crowd control during special events, and traffic assistance during unusual occurrences. The Shift also enforces federal safety regulations by conducting inspections of commercial vehicles.
- (i) **Traffic Motorcycle Detail (TAM)**  
The Traffic Motorcycle Detail, supervised by a Sergeant, is responsible for traffic enforcement in school zones, investigation of traffic complaints, outer perimeter traffic control of critical incidents, and traffic control at special events.
- (ii) **Highway Interdiction Detail (THI)**  
The Highway Interdiction Detail, supervised by a Sergeant, is responsible for running criminal interdiction in and around the San Antonio area using specialized interview and observation skills to detect and stop criminal activity during transportation, which is its most vulnerable state.





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(b) **Traffic "B" Shift (TCB)**

The Traffic "B" Shift, directed by a Lieutenant, has an alternating work schedule with Traffic "A" Shift, and has responsibility for the investigation of traffic accidents, traffic enforcement in selected geographical areas, crowd control during special events, and traffic assistance during unusual occurrences. The Shift also enforces federal safety regulations by conducting inspections of commercial vehicles.

(i) **Traffic Motorcycle Detail (TBM)**

The Traffic Motorcycle Detail, supervised by a Sergeant, is responsible for traffic enforcement in school zones, investigation of traffic complaints, outer perimeter traffic control of critical incidents, and traffic control at special events.

(c) **Helicopter Detail (THA)**

The Helicopter Detail, supervised by Sergeants, is responsible for detection and apprehension of criminal suspects, aerial surveillance and photography, monitoring roadway traffic patterns, and special services during parades and unusual occurrences.

(d) **DWI Unit (TWI)**

The DWI Unit, directed by a Lieutenant, works to increase enforcement of DWI laws and is responsible for the pro-active detection, investigation and arrest of alcohol and/or drug-impaired drivers.

(e) **School Crossing Guard Office (TSF)**

The School Crossing Guard Office, supervised by a civilian manager, is responsible for the safe crossing of children in cross walks or cross-areas that are located near schools.

(3) **Special Projects (TSP)**

The Special Projects Office, supervised by a Sergeant, coordinates grants for traffic management, coordinates scheduling assignments for Fiesta, and ensures all city events are properly staffed for safety.

5. **Operation Support Bureau (CSB)**

The Operations Support Bureau, commanded by an Assistant Chief, assists the Chief of Police in the administration of the Department, and has administrative responsibilities for Support and the Investigations Divisions, as well as for Information Systems.

a. **Information Systems (SIS)**

The Information Systems Office, directed by a civilian manager, is responsible for mainframe programming, data retrieval and compilation, and SAPDWEB intranet information maintenance and update.

b. **Training and Support Division (TSD)**

The Training and Support Division, commanded by a Deputy Chief, has command and administrative responsibility for the Training Academy as well as Park Command, Airport Command and Detention Center.

(1) **Airport Command (CAV)**

Airport Command provides police protection and security for the San Antonio International Airport, including the terminals, Air Operations Area, and airport complex. Police protection and security is provided for the general public, law enforcement support to the airlines, vendors, tenants, passengers, and TSA passenger screening operations, control and direct traffic and issue city ordinance violations and parking, traffic, and misdemeanor citations. Airport Police enforce Federal, State, and local laws and city ordinances.



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(2) **Detention Center (DCS)**

The City of San Antonio Detention Center, located at 401 S. Frio, is the Central Magistration Facility that provides for the processing, care, custody and control of person(s) arrested in San Antonio and Bexar County.

(3) **Park Command (XPA)**

Park Police provide police protection and security for over 200 San Antonio parks, including swimming pools, community centers, and sports & recreational facilities. Park Police operations include an ATV Unit, Downtown Bike Unit, Community, and River Walk Patrol. The San Antonio Park Police's primary duties are to preserve the peace, protect life and property, and to enforce the laws of Texas and San Antonio. Park police issue warnings and citations, make arrests, and investigate crimes from minor misdemeanors to serious felonies.

(4) **Training Academy Section (CTA)**

The Training Academy Section, commanded by a Captain, conducts the basic police-training program for recruit police personnel and provides for in-service and specialized training. This section also maintains complete certification records for the Texas Commission on Law Enforcement (TCOLE).

(a) **Cadet/Probation/ FTO Training Unit (CCT)**

The Cadet, Probationary and Field Training Officer Unit, directed by a Lieutenant, is responsible for cadet training, the field training and monitoring of probationary officers, officer wellness and fitness, firearms, tactics, and driving skills.

(i) **Armory and Supply (CAO)**

The Armory and Supply Office, staffed by an armorer, is responsible for purchasing, maintaining, and distributing all weapons and ammunition.

(b) **Psychological Services Office (CPY)**

The Psychological Services Office, staffed by licensed psychologists, provides administrative support, counseling, education, and consultation services to sworn members and their families.

(c) **Recruiting and Development Unit (CLD)**

The Officer Recruiting and Development Unit, directed by a Lieutenant, is responsible for the recruiting and processing of police applicants, the training and career development of sworn officers, including in-service and promotional training, external training and education, and the Citizens' Police Academy.

(i) **Applicant Processing (CAP)**

The Applicant Processing Detail, supervised by a Sergeant, is responsible for processing all applicants for the Department.

(ii) **Recruiting Detail (CRD)**

The Recruiting Detail, supervised by a Sergeant, is responsible for recruiting qualified applicants for the position of police officer.

(iii) **Polygraph Detail (CPL)**

The Polygraph Detail, staffed with sworn personnel, is responsible for conducting tests with scientific devices designed to detect deception.

c. **Fusion and Covert Division (FCD)**

The Fusion and Covert Division, commanded by a Deputy Chief, has command and administrative responsibility for the Fusion & Support Section as well as the Covert Section.





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### (1) **Fusion Section (FAS)**

The Fusion and Support Section, commanded by a Captain, is responsible for providing criminal, statistical, and intelligence analysis for all levels of the Department and executive projects as assigned.

#### (a) **Southwest Texas Fusion Center (FFC)**

The Fusion Center, directed by a Lieutenant, works to gather data from a diverse working group of law enforcement and non-law enforcement sources. This collected information is compiled and processed to yield field-worthy investigative intelligence. Their work efforts and work products are at the disposal of all participating law enforcement agencies and particularly serve to further the mission of the San Antonio Police Department and the State of Texas Homeland Security Strategy.

#### (i) **Joint Terrorism Task Force (FJT)**

The Joint Terrorism Task Force, supervised by a Sergeant, is to leverage the collective resources of the member agencies for the prevention, preemption, deterrence and investigation of terrorists' acts that affect the United States and COSA interests, and to disrupt and prevent terrorist acts and apprehend individuals who may commit or plan to commit such acts.

#### (ii) **Safe Street Task Force (FTF)**

The Safe Street Task Force supervised by a Sergeant and staffed by detectives, is responsible for investigating, gathering, and analyzing intelligence pertaining to gangs, drugs, and street violence. The task force includes officers from a variety of agencies and assigned Detectives will be working out of the San Antonio FBI Field Office at 5740 University Heights.

#### (iii) **Strategic Intelligence & Analytics (FIA)**

The Strategic Intelligence & Analytics office is responsible for providing criminal, statistical, and intelligence analytics for all levels of the San Antonio Police department, city management and the residents of San Antonio. Analytical products include web-enabled data, geographic information systems maps, tactical crime trends and support of internal department data augmentation and search tools via SIAWEB. They also support the analysis and web-enabled search tools used by the San Antonio Regional Intelligence Center and the South Texas Fusion Center. These tools are also provided via a Citrix portal to over 60 regional law enforcement entities and over 600 non-SAPD users.

#### (b) **San Antonio Regional Intelligence Center (FIU)**

The San Antonio Regional Intelligence Center (SARIC), is designed to serve as an all-crimes/all-hazards information and intelligence hub for South Texas regional law enforcement, fire, and emergency management services. This Unit reports directly to the Fusion Section Captain.

#### (c) **Executive Projects – (CXP)**

The Executive Projects Unit, under the direction of a Lieutenant, supports the Fusion Section Captain and assists the Support Division Commander in the performance of his duties and responsibilities. The Executive Projects Officer has administrative responsibilities for the following:

#### (i) **Quality Assurance (CQA)**

The Quality Assurance function is established under the authority and direction of the Office of the Chief of Police, and reports to the Executive Projects Officer. The audit/review process is an essential mechanism for evaluating the quality of the department's operations, ensuring that the department's goals are being pursued, and ensuring that control and integrity are maintained throughout the department.

#### (ii) **Technology Team (CTT)**

The Technology Team, supervised by a Sergeant, is responsible for working closely with clients, business analysts, and team members and department members to understand the business requirements that drive the analysis and design of quality technical solutions that meet the needs of the department.



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### (2) **Covert Section (FCS)**

The Covert Section, commanded by a Captain, is responsible for the Narcotics Unit, Repeat Offenders Program Unit, and Vice Unit. The Captain also has administrative responsibilities for the units that investigate vice and narcotics offenses, identify, target and arrest repeat offenders, and provide electronic surveillance support.

#### (a) **Narcotics Unit (FCN)**

The Narcotics Unit, directed by a Lieutenant, is responsible for the enforcement of all drug laws under the Texas Controlled Substances Act of the Health and Safety Code

##### (i) **High Intensity Drug Trafficking Area – Detail (FSH)**

The HIDTA Detail, supervised by a Sergeant, is designed to generate financial disruption within drug marketing organizations. The detail focuses on the sophisticated aspects of the drug problem, money laundering, network operations, and hidden assets.

##### (ii) **High Intensity Drug Trafficking Area – Intel (FHI)**

The HIDTA Intel, supervised by a Sergeant, establishes the details and objectives. Has direct control over intelligence, analytical, and deconfliction support in major investigations.

#### (b) **Repeat Offenders Program Unit (FRO)**

The Repeat Offender Program Unit, directed by a Lieutenant, is a special task force directed at the habitual criminal. The unit objectives are to identify, target, and arrest repeat offenders.

#### (c) **VICE Unit (FCV)**

The Vice Unit, directed by a Lieutenant, is responsible for the enforcement of state and federal statutes and city ordinances pertaining to prostitution, gambling, pornography, and alcohol.

##### (i) **SNAP Detail (FSS)**

The Strategic Nuisance Abatement Program (SNAP) Detail, supervised by a Sergeant, is responsible for the investigation of common and public nuisances occurring on private and public property.

##### (ii) **Technical Investigations Detail (FTI)**

The Technical Investigations Detail, supervised by a sergeant, is responsible for providing electronic surveillance, video, audio, and still photography support, and Computer Forensic services to Departmental units and outside agencies requesting support. The detail is responsible for investigating breaches of computer security.

### d. **Investigations Division (IDC)**

The Investigations Division, commanded by a Deputy Chief, has administrative responsibilities for the sections that conduct follow-up investigations and have case management responsibilities for illegal narcotic and vice offenses, for targeting repeat offenders, and for reducing gang-related offenses and apprehending violent criminal offenders.

#### (1) **Major Crimes Section (ICS)**

The Major Crimes Section, commanded by a Captain, has administrative responsibilities for units and details that investigate offenses against persons, as well as the Crime Scene Unit and Financial Crimes.

##### (a) **Homicide Unit (ICH)**

The Homicide Unit, directed by a Lieutenant, has investigative and case management responsibilities for all forms of murders, suicides, assaults, threats, and resisting arrest. The unit also investigates missing persons and curfew violations.

##### (i) **Traffic Investigation Detail (ITI)**

The Traffic Investigation Detail, supervised by a Sergeant, is responsible for investigating traffic crashes involving fatalities, intoxication manslaughter, intoxication assault, failure to stop and render aid, fleeing the scene of a crash, and other traffic related offenses.



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(b) **Special Victims Unit (ICX)**

The Special Victims Unit, directed by a Lieutenant, has investigative and case management responsibilities for sex crimes, cases involving family violence, and kidnappings. Additionally, the unit conducts the registration of sex offenders.

(i) **Victim's Advocacy (IVA)**

The Victims Advocacy Office, directed by a civilian manager, has administrative responsibilities for the units that provide services to victims of domestic violence and other crimes.

(aa) **Child Services Office (ICA)**

The Child Services Office, staffed with a child and family therapist, provides therapeutic intervention to children and their families who have been physically or sexually abused or are witnesses to domestic violence.

(bb) **Family Assistance Crisis Team (IFT)**

The FACT program is a collaborative effort designed to provide immediate crisis intervention services and address the issues of domestic violence or partner abuse in the community.

Trained volunteers are available on Friday and Saturday nights from 8:00 p.m. to 3:00 a.m. at all police substations.

(c) **Night CID Unit (IND)**

The Night CID Unit, directed by a Lieutenant, has immediate investigative responsibilities for felony offenses occurring at night.

(d) **Crime Scene Unit (ICE)**

The Crime Scene Unit, directed by a Lieutenant, is responsible for evaluating and searching major crime scenes and utilizing the proper techniques to identify, collect, preserve, and document all physical evidence found at those scenes.

(i) **Photo Service Laboratory (IPL)**

The Photo Services Laboratory, under the supervision of the Crime Scene Unit, is responsible for furnishing photographic services that aid in crime detection and criminal identification, and is responsible for maintaining the Department's Mug Shot System.

(e) **Financial Crimes Unit (IFC)**

The Financial Crimes Unit, directed by a Lieutenant, has administrative responsibilities for the details that investigate financial crimes.

(i) **Forgery Unit (IFD)**

The Forgery Detail, supervised by a Sergeant, has investigative and case management responsibilities for all check forgeries, credit card abuses, and counterfeit offenses.

(ii) **White Collar Crime Detail (IWC)**

The White Collar Crime Detail, supervised by a Sergeant, has investigative and case management responsibilities for embezzlement, official integrity, and major fraud cases.

(2) **Special Investigation Section (ICI)**

The Special Investigation Section, commanded by a Captain, has administrative responsibilities for units that investigate vehicle thefts and robberies; identify, target and arrest repeat offenders; and provide electronic surveillance support.

(a) **Robbery Unit (IRU)**

The Robbery Unit, directed by a Lieutenant, has investigative and case management responsibilities for all robberies, purse snatchings, extortion, and requests for investigative assistance from other jurisdictions.



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(b) **Vehicle Crimes Unit (IVC)**

The Vehicle Crimes Unit, directed by a Lieutenant, has investigative and case management responsibilities for all motorized vehicle thefts, unauthorized use of vehicle, and other vehicle related crimes.

(i) **REACT (IPR)**

Regional Auto Crimes Team (ReACT), supervised by a Sergeant, investigates all motorized vehicle thefts. This is to include all reports on unauthorized use of a vehicle and other vehicle related crimes. The team may conduct salvage inspections and the identification of vehicles and vehicle parts through secondary means.

(ii) **WRECKER DETAIL (IVC)**

The Wrecker Unit, supervised by a Sergeant, manages the enforcement of towing ordinances and state towing statutes, to include criminal case filing and administrative complaint filing with the Texas Department of Licensing and Regulation. The unit investigates citizen and officer complaints involving local wrecker agencies and conducts site inspections of tow companies including vehicle storage facilities.

6. **Administrative Service Bureau [Assistant Police Director] (SSB)**

The Administrative Service Bureau, directed by a civilian manager, is the Assistant Police Director and has the administrative responsibilities for the sections and offices that provide the administrative, operational, and community support functions for the Department. The Administrative Service Bureau is also responsible for reporting the results of the Uniform Crime Reports.

a. **Administrative Support (SSS)**

The Administrative Support Office is responsible for assisting the Chief of Police and Command Staff, at the direction of the Assistant Director of Police, in project management, innovative program development, process and outcome assessment, and strategic planning. The goal of the Office is to assess, monitor and improve the quality of operational, technical and administrative processes, programs and systems. These goals are supported by a methodology designed to define problems and goals, measure and analyze performance, design action plans, optimize practices, validate processes, and manage initiatives and applications.

(1) **Administrative Operations (SAD)**

The Administrative Operations Office oversees the operations of the Fleet Services and the Juvenile Processing Office.

(a) **Fleet Services (SFI)**

The Fleet Services Office, supervised by a civilian, is responsible for the vehicle fleet of the Department. This office ensures that the vehicle fleet is maintained, repaired, and replaced in a timely manner.

(b) **Juvenile Processing (SJP)**

The Juvenile Processing Office, directed by a civilian, processes juveniles involved in crime and delinquency. The unit also makes referrals to other community agencies dealing with youthful offenders.

(2) **Permit Administration (SPZ)**

Permit Administration, under the direction of a civilian administrator, coordinates the management of all police related permits.

(a) **Transportation Services (SGT)**

The Transportation Service Office, under the direction of a civilian administrator, manages the Department fleet by identifying unit needs through comprehensive analysis of fleet information. The Office forecasts and prepares for potential issues through continued process improvement and careful consideration of feedback from external business partners.



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(b) **Alarms Office (SAI)**

The Alarms Investigations Office, supervised by a civilian manager, is responsible for the regulation and enforcement of the city's alarm ordinance through issuance of alarm system permits for business/residential alarm sites.

(3) **Communications (FCU)**

The Communications Office, directed by a civilian, is responsible for receiving, relaying, processing, and recording information necessary to provide police services, as they are required. The unit is also responsible for managing the community's universal emergency telephone number (911).

b. **Administrative Services (SAS)**

The Administrative Services Office is directed by a civilian, Administrative Services Officer, who is responsible for the Fiscal Services, Contract Administration, Facilities, and Police Administration & Records functions for the Department.

(1) **Facilities Administration (SFA)**

The Facilities Administration Office, supervised by a civilian, is responsible for the inventory control of the Department's assets and furniture and manages the Facilities Maintenance Office and the Capital Projects Office.

(a) **Property Room (SHP)**

The Property Room, supervised by a civilian manager, is responsible for the custody of all personal, found, recovered, and evidentiary property, except impounded vehicles.

(2) **Fiscal Administration (SFS)**

The Fiscal Administration Office, supervised by a civilian manager, is responsible for developing, submitting, and implementing the Police Department's annual budgets. Additional responsibilities include developing fiscal plans, monitoring grants and Department contracts, and preparing cost estimates for a broad array of projects.

(a) **Fiscal Services (SSF)**

The Fiscal Services Office, supervised by a civilian, is responsible for the management of the Department's accounting, personnel, and payroll functions.

(b) **Payroll Services (SAP)**

Payroll Services ensures that employees of the department are paid accordingly and leave balances are correct.

(3) **Contract Administration & Records (SMU)**

The Contract Administration & Records Office, supervised by a civilian, is responsible for procuring materials, services and other necessary items requested and/or required to support the Department's mission of ensuring public safety. In addition, the office conducts monitoring functions, compliance reviews, and performance evaluations for all Departmental contracts.

(a) **Contract Towing (SWC)**

The Contract Towing Office, directed by a civilian, is responsible for monitoring the City towing contract, enforcing towing regulations on all wreckers operating within the city, and monitoring hazardous material accidents. Additionally, the Contract Towing Office is responsible for posting, preparing and auctioning eligible vehicles from the vehicle storage facility.

(4) **Police Administration and Records (SAR)**

The Police Administration and Records Office, supervised by a civilian manager, has the administrative responsibilities for units that perform report entry, develop and maintain criminal history records, and examine latent prints.



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(a) **ID Prints (SID)**

The ID Prints Office, supervised by a civilian manager, provides identification and criminal history background check services for both law enforcement and the public. The ID Print Unit is responsible for the production, maintenance, storage, and dissemination of criminal record information such as arrest fingerprint cards, deceased fingerprint cards, latent print evidence, officer field copies, criminal history transcripts, and applicant fingerprint cards.

(b) **Security and Service Agents (SSA)**

The Service and Security Agents, supervised by civilian managers, are responsible for monitoring and maintaining the fire alarm systems in police facilities. They also are responsible for controlling access to restricted areas of police facilities, issuing parking passes for the police headquarters parking lot, performing necessary security functions and staffing the front desk at the Police Headquarters building, and operating the TLETS/NLETS Telecommunication System. They also provide front desk staffing for each of the Department's substations.

(c) **Uniform Crime Reports (SUR)**

The Uniform Crime Reporting Office, supervised by a civilian, is responsible for compiling crime data. This data is checked for accuracy and reported to the Department of Public Safety.

(d) **Records (SRG)**

The Records Office, supervised by a civilian manager, is the official recorder of all SAPD activities that result in a police report. This includes any "offenses" (generally crimes), "incidents," or "crashes."





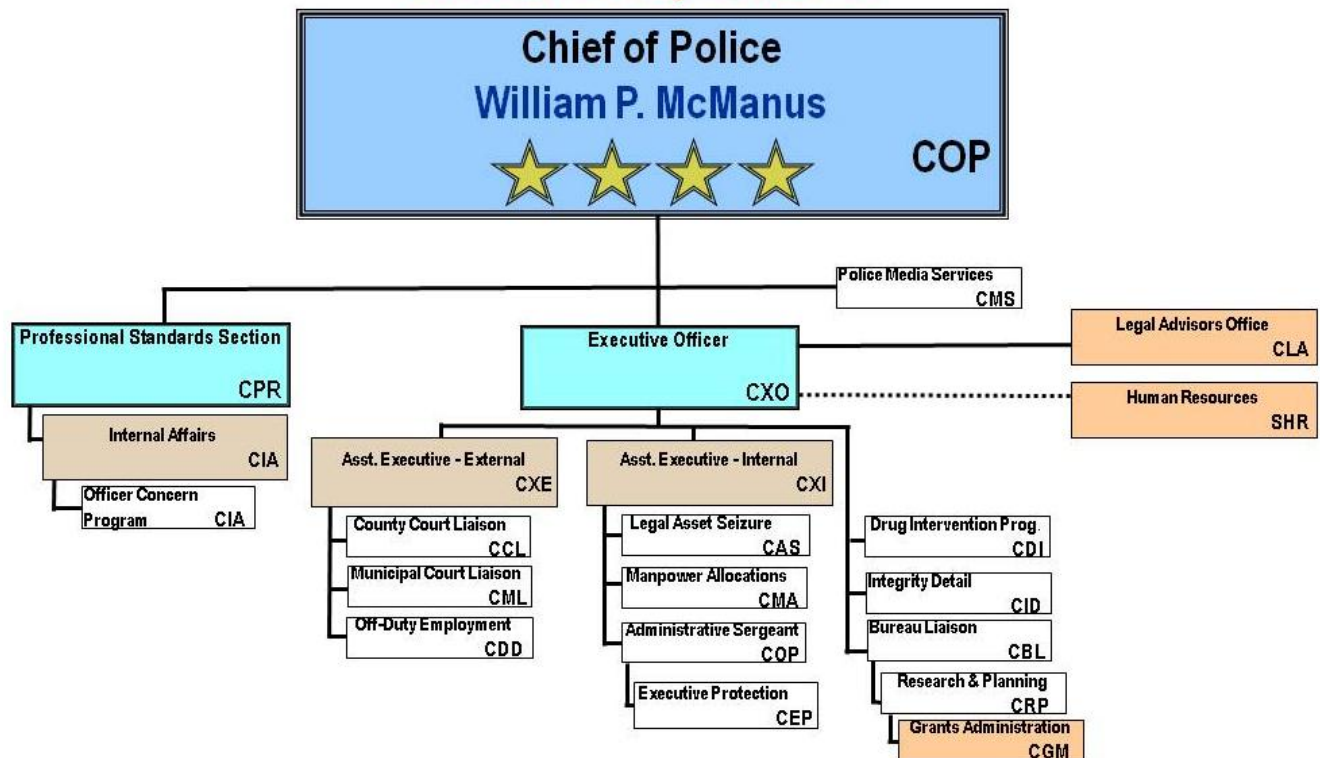
# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

### Organizational Chart 1 - Office of the Chief

**Effective July 30, 2016**





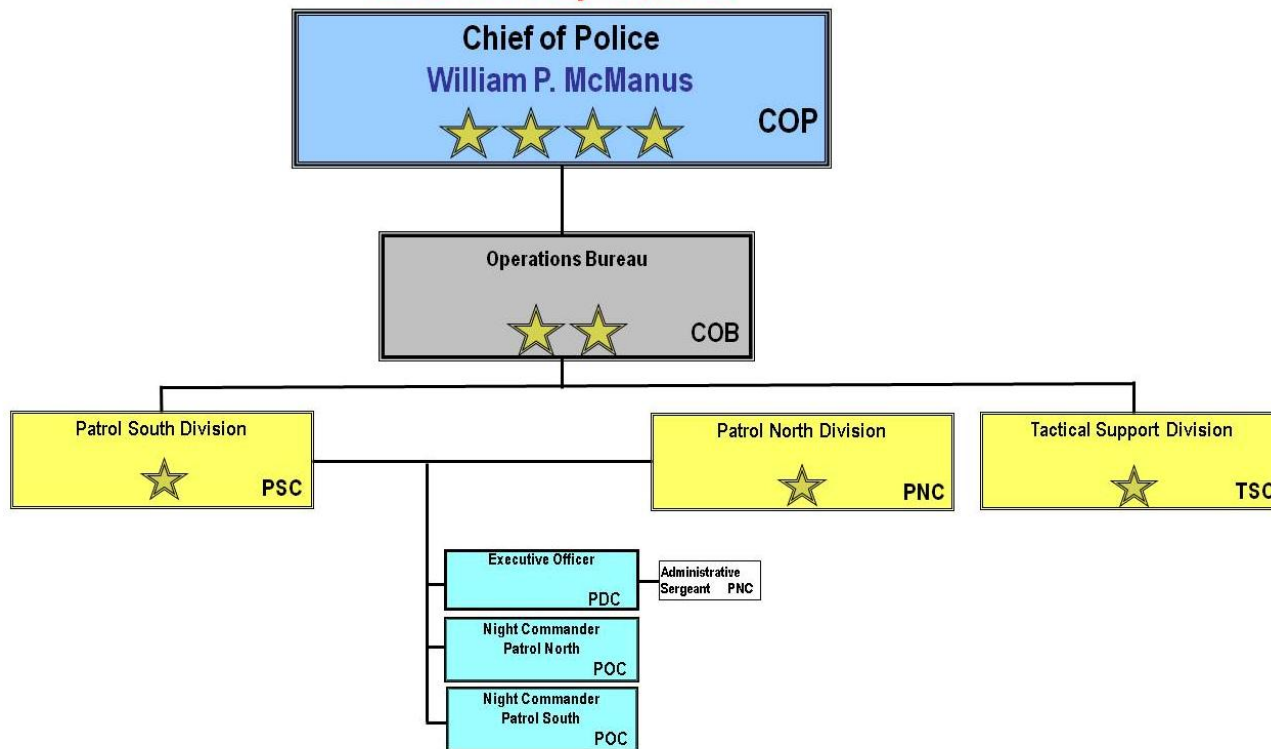
# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

### Organizational Chart 2 – Operations Bureau

**Effective July 30, 2016**









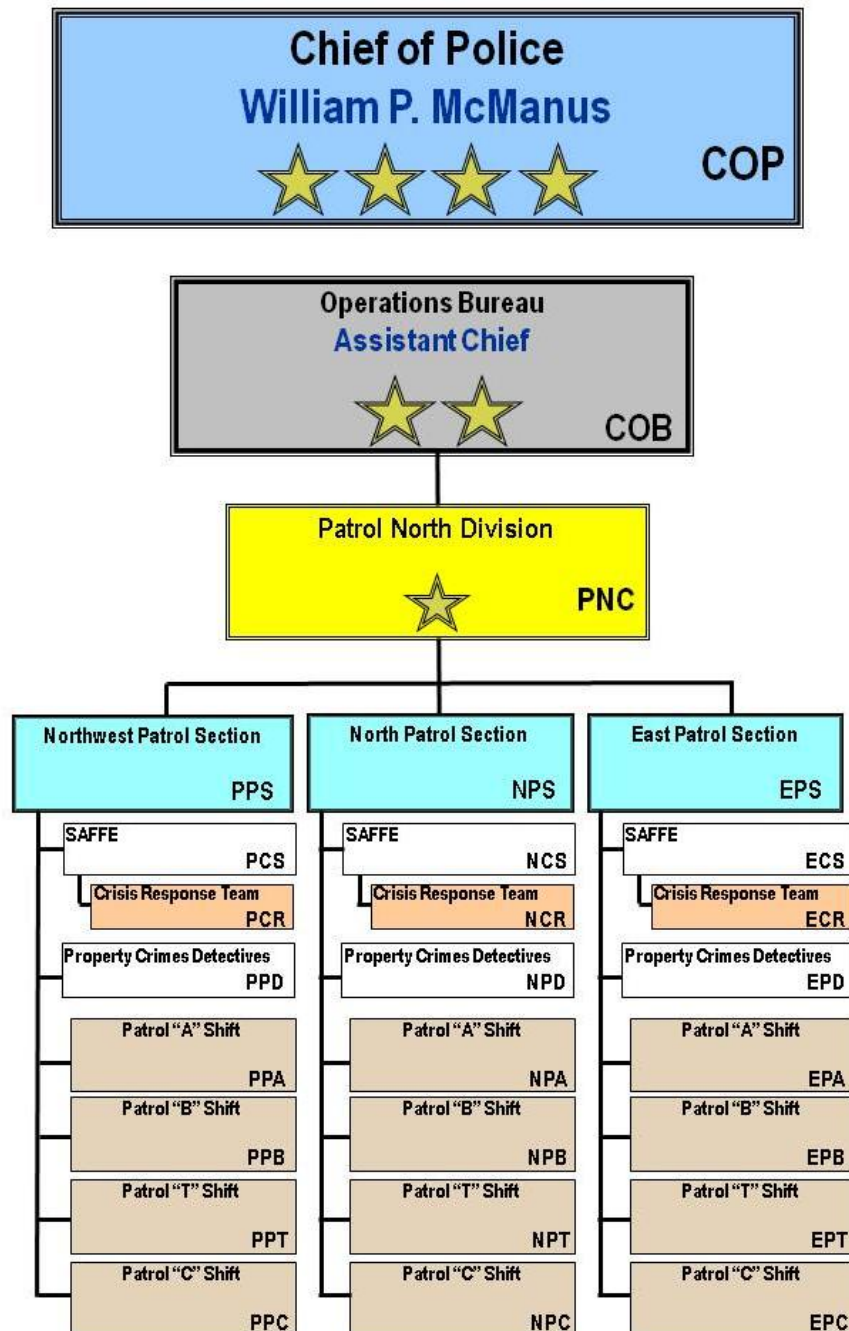
# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

### Organizational Chart 4 – North Patrol Division

**Effective July 30, 2016**





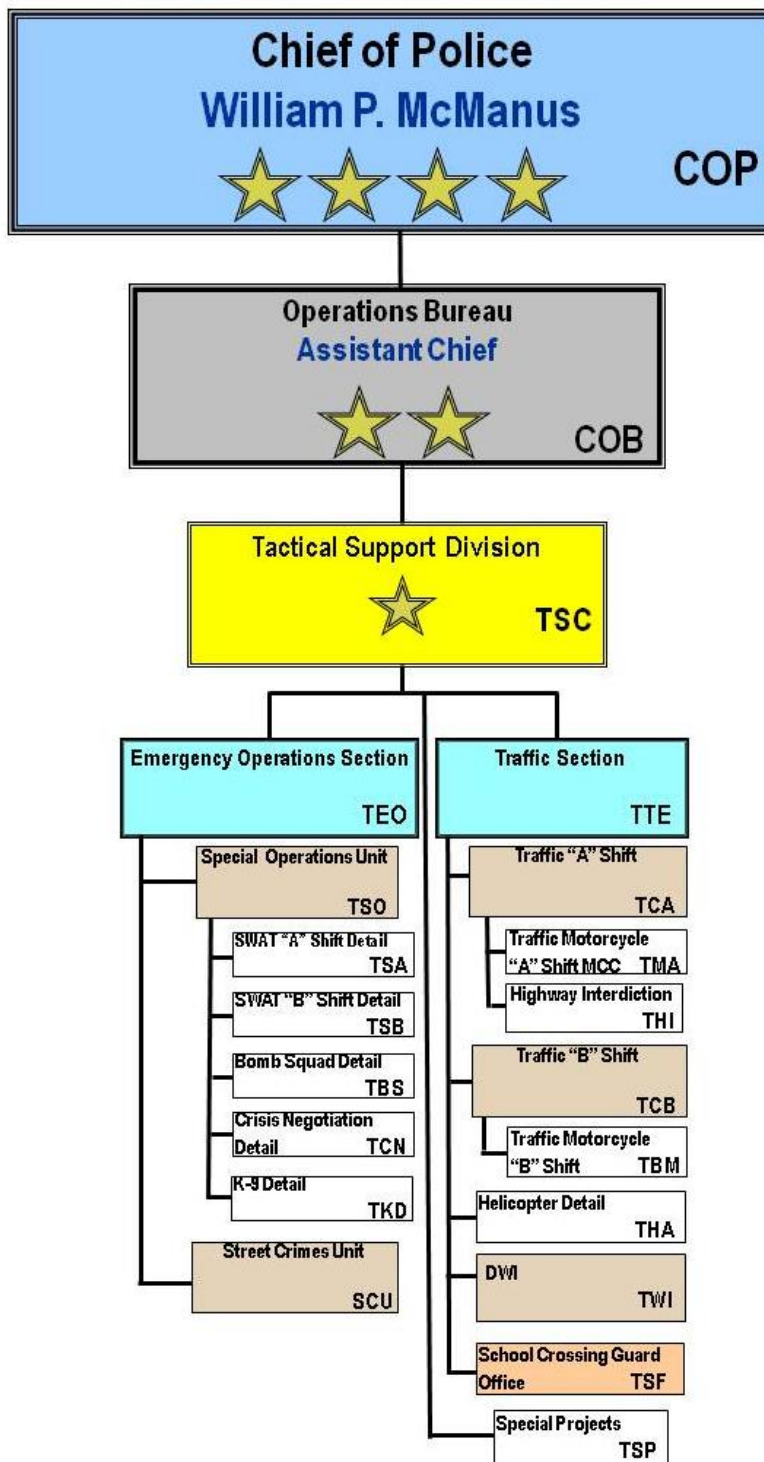
# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

### Organizational Chart 5 – Tactical Support Division

**Effective July 30, 2016**





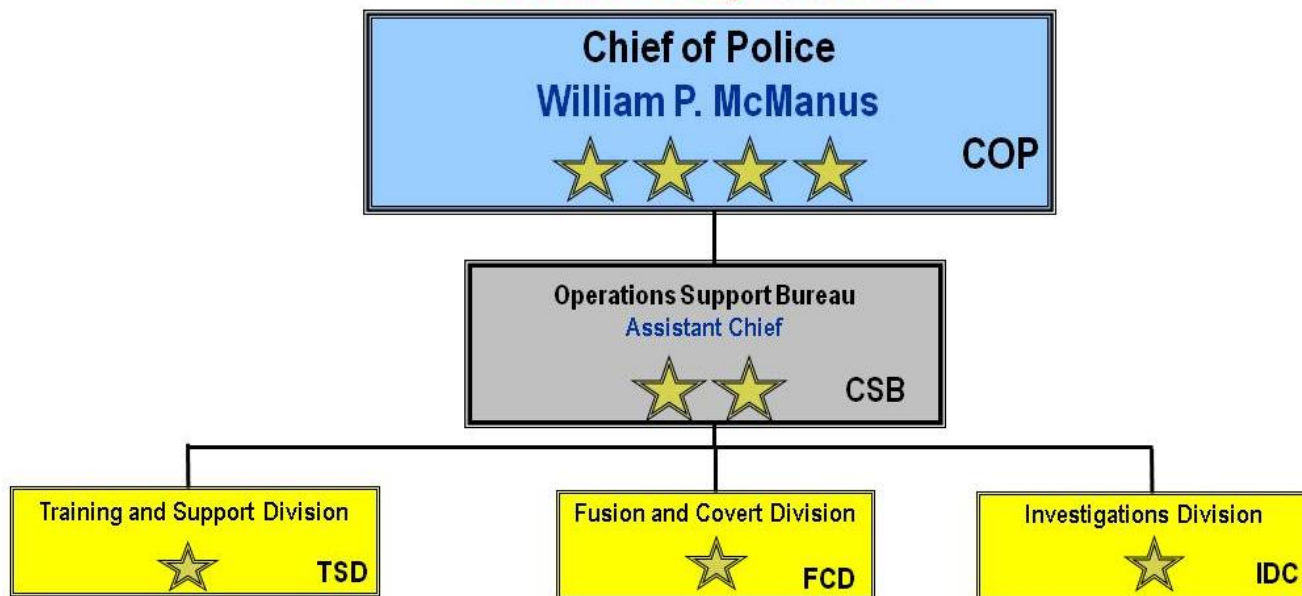
# San Antonio Police Department GENERAL MANUAL



## *Procedure 302 – Organization*

### *Organizational Chart 6 – Operations Support Bureau*

**Effective July 30, 2016**





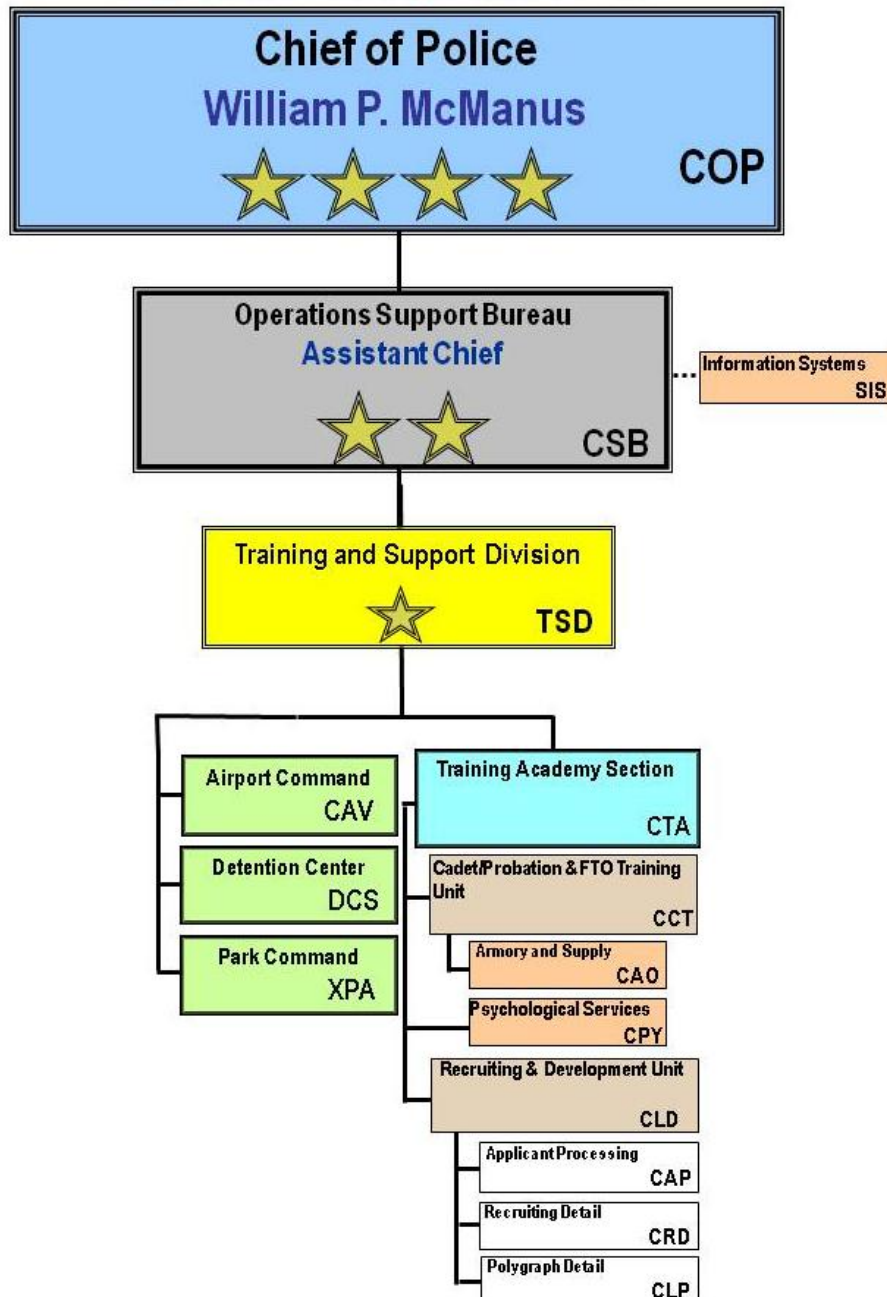
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## Procedure 302 – Organization

### Organizational Chart 7 – Training and Support Division

**Effective July 30, 2016**







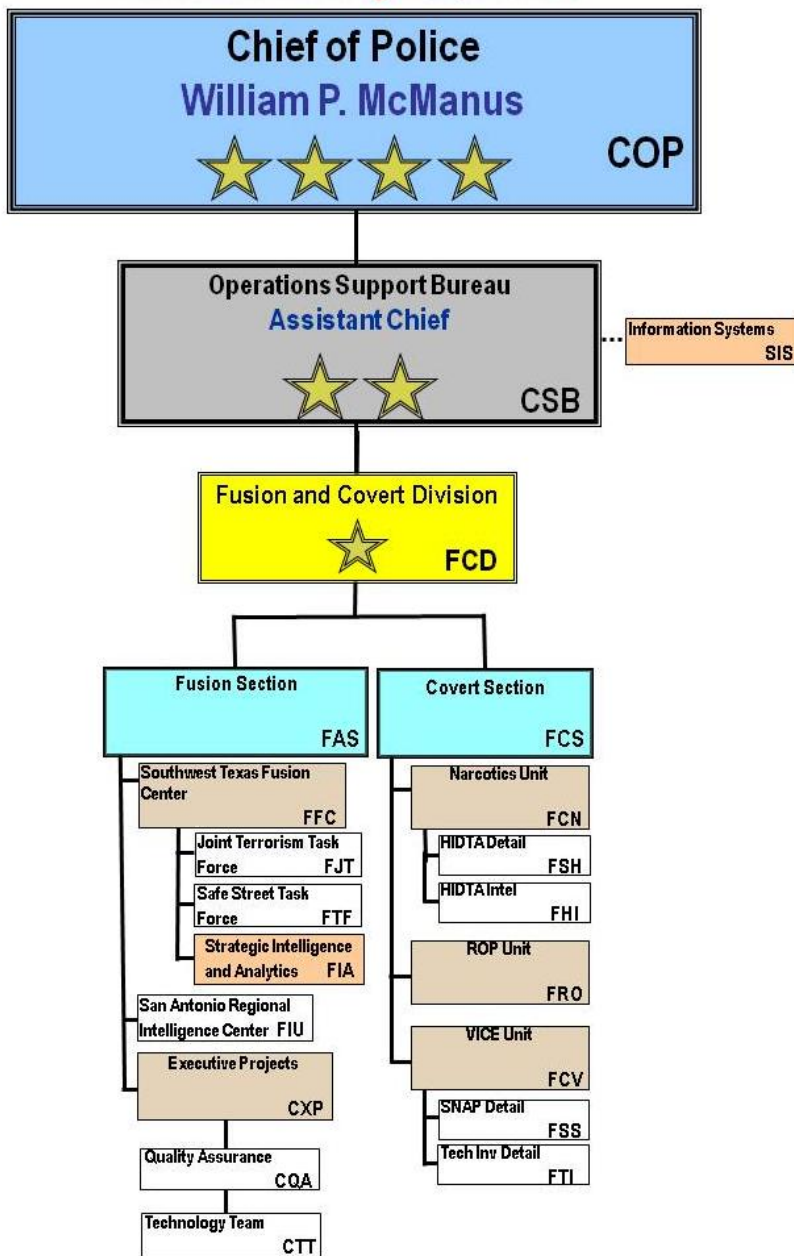
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## Procedure 302 – Organization

### Organizational Chart 8 – Fusion and Covert Division

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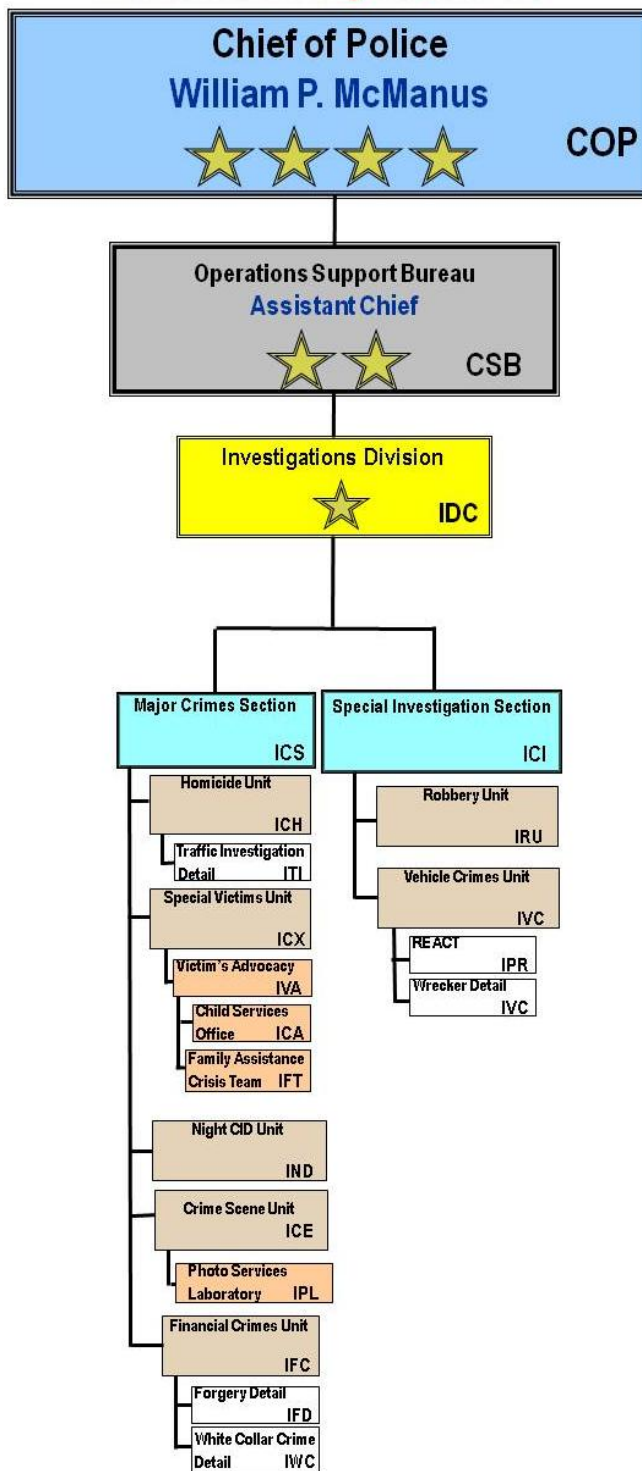
# San Antonio Police Department GENERAL MANUAL



## Procedure 302 – Organization

### Organizational Chart 9 – Investigations Division

**Effective July 30, 2016**





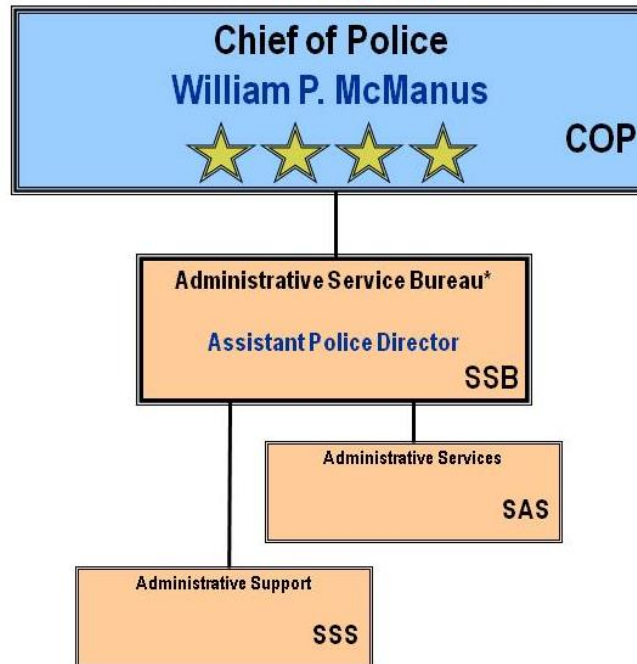
# San Antonio Police Department GENERAL MANUAL

## *Procedure 302 – Organization*



### *Organizational Chart 10 – Administrative Services Bureau*

**Effective July 30, 2016**







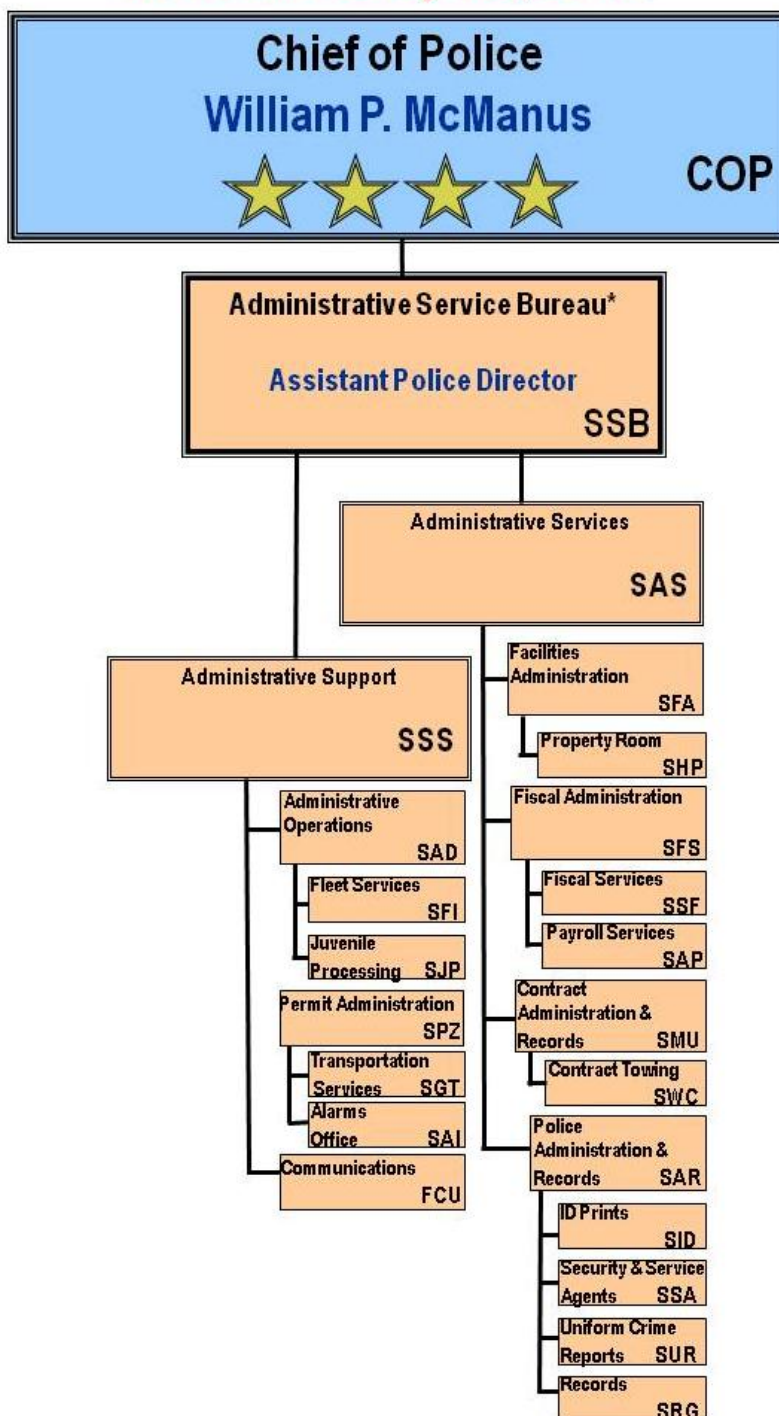
# San Antonio Police Department GENERAL MANUAL

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### Organizational Chart 11 – Administrative Service and Administrative Support

**Effective July 30, 2016**





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## *Procedure 303 – Disciplinary Procedures*

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	January 31, 2017 July 06, 2016
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC, SSB	Number of Pages:	24
Forms Referenced in Procedure:	SAPD Form #61-LF, SAPD Form #200 OR SAPD Form #6-CR	Related Procedures:	402

### **.01 INTRODUCTION**

- A. This procedure establishes a process to provide for the non-criminal investigation and discipline, when necessary, of sworn members for alleged or suspected violations of department rules, regulations, policies, or procedures, which may regulate the conduct of sworn members.
- B. When a complaint focuses on a civilian member, the non-criminal investigation and discipline, when necessary, is determined by the civilian member's Division Commander or in accordance with any applicable administrative directives of the City.
- C. This procedure does not supersede any criminal investigation for alleged violations of criminal laws or statutes by members of this Department.
- D. The 'Complaint and Administrative Review Board' is synonymous with the 'Chief's Advisory Action Board' as mentioned in the Collective Bargaining Agreement (CBA).
- E. The "Crash Evaluation and Review Board" is synonymous with the "Chief's City Vehicle Accident Advisory Action Board" as mentioned in the Collective Bargaining Agreement (CBA).

### **.02 POLICY**

- A. The Department is accountable for all official acts of its employees. Therefore, the Department holds its members to a high standard of conduct and discipline in order to preserve an essential relationship of trust and confidence with the community they serve.
- B. Furthermore, the Department adheres to and practices progressive discipline. This allows for a range of sanctions that take into account the circumstances of individual matters while ensuring that discipline and other behavior modification schemes are commensurate with continued misconduct.
- C. To achieve the desired degree of effectiveness, disciplinary procedures address considerations and expectations from the following three perspectives:
  - 1. Community or external concerns: An open and positive relationship with the citizens of this community must be preserved. Consequently, the Department accepts all complaints, regardless of form, source, or substance, and initiates investigative action appropriate to the seriousness of the complaint.
  - 2. Departmental or internal concerns: A consistent and fair disciplinary system supports an effective operational environment. The Department provides corrective action for a member who demonstrates a need for behavioral correction and commends proper conduct and judgment.
  - 3. Employee concerns: Members should have a reasonable expectation they may exercise prudent judgment in a fair, lawful, and impartial manner while in the proper discharge of their duties and an expeditious and equitable process of disciplinary review will evaluate their actions.
- D. The Internal Affairs Unit shall coordinate all investigations of alleged non-criminal misconduct by sworn members of the Department in accordance with this procedure.



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## *Procedure 303 – Disciplinary Procedures*

- E. The Chief of Police shall determine which unit or Department member shall investigate allegations of criminal misconduct made against a member of the Department.

### **.03 INCIDENTS INVOLVING OFFICERS**

- A. Officers will immediately self-report to their immediate supervisor, verbally and in writing on SAPD Form 200-OR, any disturbances that they are involved in that require a law enforcement response, or have knowledge or become aware that their involvement in a disturbance has the potential to result in a law enforcement response or a complaint. If the officer's immediate supervisor is not available, the officer shall report his involvement in the disturbance, verbally and in writing to any on-duty supervisor. Any supervisor who received a self-report from an officer shall, submit a report and route his report along with the officer's report utilizing Blue Team, through their chain of command to Internal Affairs for an administrative review.
- B. On-duty officers handling any disturbance involving another officer (including from other departments) shall immediately notify their supervisor (handling officer's supervisor) prior to departing the location. A supervisor being notified of a disturbance involving an officer from this department shall make the scene. Upon completing their report, the handling officer shall forward a copy of their report to that same supervisor, who will then route the report in accordance with Section .03(A).
- C. When handling a call for service or interacting with a member of the public and a member of that public, including but not limited to a complainant, witness, suspect, reporting person, etc., requests to speak to a supervisor, officers shall immediately contact and inform an on-duty supervisor of such request through the dispatcher. The supervisor may initially communicate with the requesting person over the telephone to determine whether the supervisor's presence is needed. The supervisor will record his/her actions in a written report. Incidents resulting in a complaint (line or formal) will be handled in accordance with this procedure.

### **.04 LINE COMPLAINTS**

- A. Line complaints generally constitute disciplinary matters limited to and involving a minor variance from the routine activities and responsibilities of the sworn member in question.
- B. Line complaints are subdivided as follows:
  - 1. Line Supervisory "Type A" Complaint - The complainant requests contact by the sworn member's supervisor;
  - 2. Line Supervisory "Type B" Complaint - The complainant does not wish to be contacted by a supervisor but relates a potentially substantive problem or relates only nonspecific or general information.
- C. The sworn member's immediate supervisor initially addresses line complaints, generally resulting in complainant satisfaction from the supervisor's initial contact. The complainant should always be reminded that they may also contact the Internal Affairs Unit if they are not satisfied with the immediate supervisor's response. When appropriate, the Section Commander, with concurrence from the Division Commander, addresses the sworn member's behavior with counseling, a written reprimand, or a suspension of up to three calendar days. (Anything less than a one (1) day suspension is not considered discipline.)
  - 1. All line complaints shall be investigated by the officer's chain of command within twenty-one (21) calendar days from the date of the written complaint.
    - a. The investigation shall be confined strictly to the complaints detailed in the complaint investigation packet.
    - b. If the member does not agree with the contemplated disciplinary action within five (5) calendar days, the case will be forwarded to the Internal Affairs Unit for investigation.
    - c. Complaints investigated through the chain of command do not entitle the officer to have an attorney present during interviews with their commanding officer.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 303 – Disciplinary Procedures*

- d. During the five (5) calendar days' time period nothing prohibits an officer from seeking advice from an attorney or an Association representative.
2. If the sworn member is the rank of Captain or above, or has no Captain in their chain of command, the officer's Division Commander, Bureau Commander or the Chief of Police or his designee as appropriate, will investigate the complaint.
- D. All line complaint disposition reports shall be entered into Blue Team and forwarded up the chain of command for review and disposition, in accordance with Section .19(C).

### **.05 FORMAL COMPLAINTS**

- A. Formal complaints generally constitute matters involving conduct that exhibits a significant variance from behavioral expectations or practices established through formal training, departmental rules, regulations, policies, or procedures which regulate a sworn member's conduct.
- B. Formal complaints include, but are not limited to, the following:
  1. Activities that deal with significant behavioral infractions;
  2. Any conduct that if proven would constitute a crime;
  3. Any conduct that exhibits the potential to require stringent disciplinary action in the form of a suspension that exceeds three (3) calendar days;
  4. Any allegation of harassment/discrimination;
  5. Any allegation of racial profiling;
  6. Any allegation of unnecessary or excessive force; or
  7. Any other incident that may require formal disciplinary proceedings in order to be properly resolved.
- C. Sworn members who receive written complaint notification of a formal complaint from the Internal Affairs Unit may request the complaint be submitted to the expedited disciplinary track method.
  1. The request must be made in writing to the Office of Chief with a copy of the formal complaint notification attached.
  2. Both the sworn member and the Chief must agree to submit the matter to the expedited disciplinary track for an expedited disciplinary finding.
  3. Any disciplinary action must be agreed upon by the sworn member and the Chief, and must be enacted within thirty (30) calendar days of the agreement.
- D. A suspension agreed to by a member may not be appealed or altered by the Civil Service Commission, an arbitrator, or any court.
- E. In no event can the expedited disciplinary track be requested within sixty (60) calendar days of the expiration of the complaint's one-hundred and eighty (180) calendar day timeline in Chapter 143 of the Local Government Code.
- F. The San Antonio Police Department's Complaint Matrix shall be used as a guide when addressing disciplinary action.



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## *Procedure 303 – Disciplinary Procedures*

- G. All formal preliminary investigations shall be entered into Blue Team and forwarded through the officer's chain of command to Internal Affairs for review and disposition, in accordance with Section .19(D).

### **.06 INFORMATION LOGS AND SERVICE COMPLAINTS**

- A. Service complaints constitute citizen dissatisfaction with police services for reasons other than complaints of officer misconduct. Service complaints include, but are not limited to the following:
1. Call response times – Not due to an officer's negligence;
  2. Handling of a civil matter – Due to Department policy or civil law;
  3. Discretionary call screening;
  4. Unavailability or delay of other police services;
  5. Any other complaint that does not involve officer misconduct.
- B. Supervisors receiving service complaints from citizens shall document the complaint in Blue Team as a Service Complaint and route it through the officers chain of command, in accordance with Section .19(B), and it is to include complainant contact information, the nature of the complaint, and details specific to the incident that may assist in addressing the dissatisfaction. Supervisors should communicate to citizens making service complaints that their concerns will be documented with the intent of providing feedback on Department policy.
- C. Information Logs consist of any other complaint that does not violate policy or procedure or involve officer misconduct. This documentation shall be forwarded to Internal Affairs through the chain of command utilizing Blue Team, in accordance with Section .19(A).

### **.07 PARTIES TO A COMPLAINT (COMPLAINANTS)**

- A. All complaints of alleged misconduct by sworn members, except complaints initiated by the Department, must identify a principal complainant or aggrieved party from outside the Department.
- B. Complaints of alleged misconduct by sworn members that are initiated from within the Department shall list the "Administration" as the complainant.
- C. Anonymous complaints may receive supervisory review appropriate to the nature or severity of the allegations, and efforts will be made to verify the information to either initiate an investigation or simply log the information in Blue Team and forward through the chain of command to Internal Affairs.

### **.08 COMPLAINT PROCESSING**

- A. The Department receives complaints in a variety of forms and from a number of sources.
- B. Members of the Department shall make every effort to ensure prompt and courteous responses or referrals of any complaint, regardless of the circumstances.
- C. Referring Complaints
1. Copies of all complaints received or handled by members of the Department shall be entered into Blue Team by supervisory officers and forwarded through the chain of command for proper review and disposition.
  2. The initial receipt of a complaint shall be processed as follows:



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## *Procedure 303 – Disciplinary Procedures*

- a. **Personal Appearance:** A member who receives a complaint through personal contact shall direct the complainant as follows:
  - (1) To the supervisor of the officer who is the subject of the complaint; or
  - (2) If the officer's supervisor is unavailable, to the nearest available supervisor.
- b. **Telephonic:** A member who receives a complaint by telephone shall forward the complainant as follows:
  - (1) To the supervisor of the officer who is the subject of the complaint, if readily available, or;
  - (2) To the Communications Unit Supervisor who shall determine the availability of a supervisor in the subject officer's chain of command and dispatch the supervisor to contact the complainant. If the identity of the subject officer is unavailable, any supervisor from the Patrol Division is dispatched to contact the complainant.
  - (3) To the Internal Affairs Unit during business hours, 0800-1800 hours.
- c. **Correspondence:** A member who receives a written or electronic complaint shall route the complaint to his immediate supervisor who shall handle in accordance with this policy.

### **.09 COMPLAINT INVESTIGATION RESPONSIBILITIES**

- A. Each individual officer must realize and accept the responsibility of confidentiality in order to avoid compromising the integrity of the disciplinary process. Officers shall not discuss details of any complaint with persons outside of the disciplinary process.
- B. **Supervisory Officers**
  - 1. When supervisory officers receive complaints from the Internal Affairs Unit, they shall initiate action appropriate to the type of complaints received.
  - 2. Supervisory officers handling line supervisory "Type A or B" complaints shall:
    - a. Type A - Contact and interview the complainant in accordance with Section .10;
    - b. Type B – Although the complainant does not wish to be contacted, the supervisor shall attempt to contact and encourage feedback regarding the Departmental action taken by utilizing the following standardized statement and question:
      - (1) Statement: it is the policy of our Department to contact you regarding your complaint to let you know how your complaint was resolved,
      - (2) Question: How would you like to be contacted?
    - c. Interview the subject officers of the complaints in accordance with Section .10;
    - d. Evaluate the information and address complaints that may require minor disciplinary action;
    - e. Prepare reports upon disposition of the complaint which include the information provided by the complainants, the sworn members, and supervisory evaluation of the complaints, including the methods in which complaints were addressed; and





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- f. Enter the line complaint disposition reports into Blue Team, to include the specific violation(s), and forward these reports, together with any other pertinent information, through their chain of command electronically utilizing Blue Team.
  - g. Supervisors who receive a complaint in person, on the phone or from a dispatcher, on an officer who is not assigned to his unit, shall handle the complaint in accordance with this Procedure and forward the preliminary investigation reports electronically through Blue Team to the officer's chain of command starting with the officer's Unit Director. The supervisor, who handled the preliminary investigation, shall also carbon copy his Unit Director.
3. Supervisory officers addressing formal complaints shall:
- a. Immediately notify the Section Commanders or Unit Directors of any cases where an officer is involved in allegations of suspected criminal activity;
  - b. Contact and interview the complainants in accordance with Section .10;
  - c. Refer the complainants to the Internal Affairs Unit to initiate formal complaints;
  - d. Interview and obtain written reports from the subject officer and all witness officers in accordance with Section .10;
  - e. Obtain necessary information, which assists in the evaluation of the complaints, in accordance with Section .12 B (2);
  - f. Prepare preliminary complaint investigation packets including all the information provided by the complainants, the sworn members' reports, and the supervisors' reports;
  - g. Supervisors will not enumerate or make recommendations as to the specific rule, regulation, policy, or procedure violated, nor will they make recommendations as to punishment. Supervisors will only recommend either no disciplinary action is necessary or the complaint should be forwarded to the Internal Affairs Unit for further investigation; and;
  - h. Enter the preliminary complaint investigation reports into Blue Team and forward through the chain of command.
  - i. Supervisors, who receive a formal complaint from another Unit's supervisor via Blue Team, shall follow the procedure outlined above, with the exception of entering the preliminary investigation reports again into Blue Team. Any additional information will be added to the complaint investigation previously entered into Blue Team, prior to being forwarded through the chain of command.

### C. Section Commanders/Unit Directors

1. Section commanders or unit directors receiving complaints through Blue Team shall assign supervisory officers to investigate the complaints.
2. Section commanders and unit directors receiving disposition reports on line complaints shall:
  - a. Review and evaluate the supervisors' disposition of line complaint; and
  - b. Implement disciplinary action, when necessary, up to a three (3) day suspension (with concurrence of the division commander) and;



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- c. Forward the line complaint disposition reports in Blue Team through their chain of command to their Division Commander and/or the Division Administrative Sergeant if applicable.
  3. Section commanders receiving complaint investigation packets on formal complaints shall:
    - a. Review and evaluate the supervisor's preliminary complaint investigation reports in Blue Team;
    - b. Forward the preliminary complaint investigation reports, through Blue Team, to the division commander;
    - c. Upon receiving concurrence from the ranking officer on duty, temporarily relieve from duty a sworn member accused of serious misconduct or suspected criminal activity; and
    - d. Immediately notify the division commander and the Internal Affairs Unit of such action.
- D. Division Commanders
1. Division commanders shall maintain a confidential disciplinary log strictly for the purpose of ensuring timely disposition of complaints and timely administration of discipline or corrective action against sworn members.
  2. Division commander receiving complaints from the Internal Affairs Unit shall assign Section Commanders or Unit Directors to investigate the complaints through Blue Team.
  3. Division Commanders receiving line complaint disposition reports in Blue Team shall review the reports and recommendations, and based on the merits, substance, and gravity of the case:
    - a. Request further preliminary investigation, if necessary;
    - b. Concur with recommended disciplinary action, when necessary, up to a three (3) day suspension;
    - c. Forward the line complaint disposition reports through Blue Team to the Internal Affairs Unit.
  4. Division commanders receiving complaint investigations through Blue Team concerning formal complaints shall review the contents and based on the same criteria mentioned in the preceding paragraph:
    - a. Request further preliminary investigation, if necessary, under exigent circumstances; and
    - b. Forward the formal complaint investigation reports through Blue Team to the Internal Affairs Unit.
- E. Internal Affairs Unit
1. The Internal Affairs Unit shall receive line complaint disposition reports and formal complaint investigation packets from division commanders through Blue Team.
  2. The Internal Affairs Unit shall investigate formal complaints of sworn member misconduct and present the findings to the Complaint and Administrative Review Board (CARB).
    - a. The Internal Affairs Unit shall send Formal Complaint Notices to officers who become the subject of a formal complaint.
    - b. The Internal Affairs Unit shall send Deactivation Notices to officers who's Formal Complaints have been dismissed for cause.
  3. Officers under investigation shall be informed forty-eight (48) hours prior to being interrogated or asked to respond to an investigation of the general nature of the investigation and shall be provided with sufficient information to be reasonably apprised of the allegations.





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## *Procedure 303 – Disciplinary Procedures*

4. Officers shall be allowed to review, but not copy verbatim or photocopy, any information as listed in the current Collective Bargaining Agreement.
5. No part of the information provided to the officer for review may be reproduced, transmitted in any form by any means, electronic, or mechanical, including photocopying, recording or by any information storage and retrieval system. Officers shall not release the provided information to any person other than their attorney or representative.
6. All complainants who provide a signed, written or video/audio recorded statement shall be provided with a copy of same by Internal Affairs staff. A complainant's statement will only be provided to the complainant himself/herself in person on the day such statement is produced. Should a complainant appear to the Internal Affairs office after providing a statement and request an additional copy of their statement, Internal Affairs staff will provide a copy to that complainant upon confirming the complainant's identity.

### F. Homicide Unit

1. Shall investigate police vehicle crashes; and
2. Shall present findings of investigations to the Crash Evaluation and Review Board.

### G. Police Legal Advisor

1. The Police Legal Advisor shall review disciplinary cases investigated by the Internal Affairs Unit prior to their submission to the Complaint and Administrative Review Board; and
2. Functions in an advisory capacity to the Complaint and Administrative Review Board and Crash Evaluation and Review Board for the purpose of legal interpretation of any source which regulates a sworn member's conduct.

### H. The Chief of Police

1. Shall review the Complaint and Administrative Review Board and Crash Evaluation and Review Board recommendations for discipline and implements such action as he deems appropriate in each individual case; or
2. May implement, at his discretion, immediate administrative, corrective, or disciplinary action without the Complaint and Administrative Review Board or Crash Evaluation and Review Board participation and has ultimate discretion to decide whether discipline should be implemented against a sworn member.

## **.10 COMPLAINT INTERVIEWS**

- A. Supervisory officers who conduct formal or line complaint interviews with complainants or witnesses adhere to the following process:
  1. The interviews shall occur at a time and place reasonable under the circumstances;
  2. Complainants shall be advised the Department may not implement formal disciplinary actions against sworn members without signed, sworn complaints, although oral complaints may receive supervisory review appropriate to the nature or severity of the allegations; and
  3. Written statements shall be taken only by supervisory officers assigned to the Internal Affairs Unit.
- B. Supervisory officers who conduct formal or line complaint interviews with sworn members under investigation for any form of alleged non-criminal misconduct adhere to the following process:
  1. The interviews shall occur at a time and place reasonable under the circumstances;



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2. Obtain written documentation from subordinates who witnessed, or are the subject of a complaint, utilizing Form#200-OR, *Officer's Response to a Complaint*, to include details regarding all relevant issues such as how, when, where, and why the alleged conduct took place.
  3. A sworn member may, at his option, request a supervisory officer accompany him to a complaint interview, if the interview is conducted by the Internal Affairs Unit. This request is not binding on the supervisory officer;
  4. A sworn member who is subjected to an interview by a supervisory officer in the course of a non-criminal complaint investigation shall submit a report immediately upon request. The report shall be written on SAPD Form #200-OR, *Officer's Response to a Complaint*, and submitted to the supervisory officer.
- C. A sworn member of the Internal Affairs Unit holding the rank of sergeant or above, when conducting a complaint interview with a sworn member, may request, or order if necessary, a sworn member of any rank to:
1. Submit a written or audio/video report;
  2. Answer interrogatories;
  3. Provide physical evidence; or
  4. Otherwise cooperate in any manner with Internal Affairs Unit personnel during an investigation.

### **.11 POLYGRAPH USAGES**

- A. The Department considers the polygraph a useful investigative resource which may be used as an administrative tool.
1. When the introduction of the polygraph into an investigation of a citizen's complaint appears necessary, the Department will first examine the complainant if the complainant agrees to the administration of a polygraph.
  2. A licensed examiner administers the polygraph test to the sworn member only when the complainant's results indicate truthfulness.
    - a. A non-member administers the polygraph examination to a sworn member to prevent any perception of bias; and
    - b. To avoid any undue embarrassment to an officer or the Department, the polygraph examination shall not be administered to an officer while in uniform or in direct sight.
- B. The Department uses polygraph examination results as follows:
1. The Complaint and Administrative Review Board and Chief of Police review the complainant's polygraph examination results; and
  2. Only the Chief of Police reviews the sworn member's polygraph examination results.

### **.12 COMPLAINT DOCUMENTATION RETENTION**

- A. Individual Officers
1. An officer may maintain personal records involving matters of potential disciplinary action which involve him.



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2. The only official disciplinary documentation permitted in any officer's possession is that which the officer personally prepared.

### B. Supervisory Officers

1. Many supervisory officers maintain informal notes regarding the activity of their personnel. However, the personal retention of any forms, reports, electronic media, or official documentation regarding formal or informal disciplinary investigations of direct subordinates is prohibited.
2. Supervisory officers involved in disciplinary investigations shall forward all documentation, videos, audio recordings, or photos under seal to the Internal Affairs Unit through their chain of command at the earliest possible time.

## **.13 CORRECTIVE ACTION IMPLEMENTATION**

### A. Field Counseling

1. A field counseling is a form of corrective action used to document any on-duty, sub-standard performance, a deficiency (uniform, tardiness, etc.), or behavior(s) that negatively impacts an officer's ability to perform to established standards. A field counseling is not used as a disciplinary measure, but used as supporting documentation for evaluation purposes. A field counseling may be used to support disciplinary measures.
2. A field counseling is issued to an officer by his immediate supervisor using SAPD Form 6-CR with the approval of his/her supervisor. (*i.e., A Lieutenant would approve a Sergeant's issuance of a field counseling.*)
3. A copy of a field counseling is provided to the officer and the original field counseling is kept in the officer's field file.

### B. Written Counseling/Reprimand

1. A written counseling/reprimand is used as documentation in the progressive discipline process the department uses although a written counseling/reprimand is not considered discipline. A written counseling/reprimand is issued in the resolution of a line complaint, but can also be issued with the recommendation of the Complaint and Administrative Review Board or the Crash Evaluation and Review Board.
2. A Captain or above ensures that a written counseling/reprimand is issued to an officer using SAPD Form 6-CR. The written counseling/reprimand must be approved by the Officer's Division Commander.
3. The actual preparation and issuance of a written counseling/reprimand may be delegated to a supervisor of any rank within the officer's chain of command, but a Lieutenant or higher must sign the written counseling and a Captain or higher must sign the written reprimand.
4. The signed written counseling/reprimand will then be forwarded through the Blue Team in accordance with this procedure and the original shall be placed in the officer's field file.

## **.14 COMPLAINT AND ADMINISTRATIVE REVIEW BOARD**

- A. The Complaint and Administrative Review Board, hereafter referred to as the Board, means the combined Citizen Advisory Action Board and Police Advisory Action Board.



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1. The Citizen Advisory Action Board:
  - a. Consists of members selected in accordance with the current Collective Bargaining Agreement;
  - b. A quorum consists of three members (provided there are at least six (6) active/participating appointed members);
  - c. Each member has one (1) vote; and
  - d. Citizen members must be present to hear the following types of cases:
    - (1) Cases involving the use of force, bodily injury, and unlawful search and seizure; and
    - (2) Any case in which the officer who is the subject of a complaint or a complainant requests citizen member participation, if it is reasonably possible based on the workload and availability of the citizen members.
  - e. Cases not meeting the above criteria may be heard without citizen member's participation.
2. The Police Advisory Action Board:
  - a. Consists of sworn members as specified in the current Collective Bargaining Agreement.
  - b. Membership is open to any officer who has completed his initial probationary period and has not incurred a suspension during the previous twelve months.
  - c. A quorum consists of five (5) members.
  - d. Each sworn member has one vote.
  - e. All sworn members vote regardless of the rank of the respondent.
  - f. A sworn member excuses his participation in any case in which he is a respondent, has participated in, or has witnessed.
  - g. The Chief of Police may allow the following to attend the Complaint and Administrative Review Board meeting:
    - (1) A San Antonio Police Officers' Association representative;
    - (2) The Police Legal Advisor; and
    - (3) Internal Affairs Unit representatives.
- B. The Complaint and Administrative Review Board is designed to evaluate complaints against officers as equitably as possible in pursuit of the following objectives:
  1. Correct the behavior of an individual sworn member who is not in conformance with departmental rules, regulations, policies, practices, standards or objectives;
  2. Instill a preventive affect for any other sworn member who may be engaged in or contemplating similar misconduct;
  3. Demonstrate that compliance with departmental mandates is uniformly required of each sworn member;



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4. Promote making the disciplinary process transparent and stress the importance of community involvement; and
  5. Promote trust and legitimacy by requiring officers to act in procedurally just ways.
- C. All members of the Complaint and Administrative Review Board shall sign a pledge of confidentiality agreeing to maintain the right of privacy for the accused sworn member and hold in confidence all allegations, facts, testimony, and evidence brought before the Board.
- D. The effectiveness of the Board requires maintaining the integrity of the process, which is contingent on the following responsibilities.
1. The Board Chairman:
    - a. Serves as the custodian of all information concerning disciplinary cases that the Board reviews;
    - b. Confines reviews of case jackets or confidential material to a designated area;
    - c. Provides orientation for new Board members;
    - d. Reviews published agendas at least seven days prior to each meeting; and
    - e. Ensures proper rules of order and decorum are followed at meetings.
  2. Each Board Member:
    - a. Protects the rights of the sworn member whose conduct is the subject of review by maintaining confidentiality relating to any discussions, correspondences, or proceedings;
    - b. Preserves the dignity and confidentiality rights of the complainant before, during, and after Board proceedings, and avoids conduct during proceedings that are detrimental to Board integrity and cohesion; and
    - c. Avoids any bias in the fulfillment of their obligations.
- E. Cases presented to the Board for consideration are derived from the following sources:
1. The Internal Affairs Unit as a formal complaint; or
  2. The Chief of Police, who may wish the Board consider a matter.

### **.15 COMPLAINT AND ADMINISTRATIVE REVIEW BOARD PROCEDURES**

- A. Although a need to adhere to the following disciplinary hearing procedures exists, the Chief of Police reserves the right to exercise administrative discretion in the event of exceptional circumstances falling outside the limit, purpose, or scope of this process.
- B. Board Procedures
1. The Chairman makes a declaratory announcement about security for the protection of each respondent's privacy.
  2. The Chairman announces each case prepared for review by the Board. The Chairman may reset a case at the respondent's request, if sufficient cause exists.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 303 – Disciplinary Procedures*

3. An Internal Affairs Unit representative outlines misconduct cases.
4. The Board may then ask questions of the Internal Affairs Unit representative presenting the brief.
5. The respondent is allowed the opportunity to speak before the Board by the Board Chairman. A respondent's absence at a hearing is not considered in the final deliberations and has no bearing on the outcome. The respondent's right to be heard is subject to the following limitations:
  - a. The respondent may not have an attorney present or any other person as a representative;
  - b. The respondent may not introduce references or character witnesses; and
  - c. The respondent may request to have a supervisor present who may provide input if requested by the Board. The sworn member directs such requests to their commanding officer, who then notifies the supervisor requested to appear. All such appearances are made on a voluntary, non-remunerated basis.
6. The respondent may not grieve the failure to receive notice of a hearing by the Board, unless the failure is alleged to have been intentional.
7. The Chairman shall advise the respondent of the following:
  - a. Testimony is voluntary;
  - b. Rules and decorum of the proceedings;
  - c. Questions may be asked by Board members; and
  - d. Their decision to speak or answer questions may be withdrawn at any time without inference or penalty.
8. Questions directed towards the respondent are restricted to those pertinent to the facts of the case and should avoid any form of accusation or debate.
9. Upon completion of the testimony, the Chairman excuses the respondent after being advised any recommendations from the Board regarding the case are in an advisory capacity and the Chief of Police makes the final determination.
10. The Chairman may elect to hear testimony from a complainant. Any testimony provided is strictly voluntary.
11. The complainant may not have an attorney present or any other person as a representative. However, at the Chairman's discretion, they should be afforded the opportunity to have a non-legal representative present. This person's role should be to provide support to the complainant or witness and not be disruptive or an active participant.
12. The Board will discuss the case, generally using the following guidelines:
  - a. The discussion process will be informal.
  - b. All dialogue shall be confined to the facts of the case and information presented as a result of the Internal Affairs Unit investigation or the testimony provided.
  - c. Discussion regarding the respondent's character is not permitted.
  - d. Discussion is directed toward the determination of whether the action of the respondent violates or does not violate an applicable standard.
13. One of two determinations follows the discussion:



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 303 – Disciplinary Procedures*

- a. Ready to vote; or
- b. Further investigation is required and the case is returned to the investigative source.

14. On determination of "ready to vote," the Chairman calls for a finding in the case.

### **.16 MISCONDUCT CASE FINDINGS**

- A. The first vote is directed towards determining a finding in the case. This finding is determined to be one of the following:
  - 1. "Unfounded" means the allegations reported did not occur.
  - 2. "Inconclusive" means the allegations could not be proved or disproved.
  - 3. "Sustained" means the allegations reported are found to have occurred.
  - 4. "Justified" means the conduct complained of did occur, but was necessary and appropriate to accomplish a valid law enforcement objective.
- B. A majority vote must exist to determine any finding. If a majority vote cannot be obtained after subsequent discussion and votes, the Chairman will make the final decision.
- C. Following a finding of "Sustained," a discussion shall be held to determine a recommendation for disciplinary action or other remedy. The discussion should include:
  - 1. Past practices or similar issues;
  - 2. Legal aspects of issues involved;
  - 3. Established guidelines or policies concerning escalating discipline affecting the issue; and
  - 4. Past disciplinary record of the respondent.
  - 5. Other remedies or alternative courses of action directed towards a behavior adjustment or awareness on the part of the officer include, but are not limited to:
    - a. Retraining courses, especially for pattern violations;
    - b. Job relocation, either temporary or permanent; or
    - c. Psychological and/or fit for duty evaluation and recommendation.
- D. The Chairman shall call for a vote by written secret ballot on the form provided for that purpose. The voting process adheres to the following guidelines:
  - 1. Each Board member lists a recommendation without influence from the others;
    - a. Written Counseling
    - b. Written Reprimand
    - c. Suspension





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 303 – Disciplinary Procedures*

- d. Indefinite Suspension
  - e. No Disciplinary Action/Other (Chief MUST approve this before adoption. It is a recommendation made by CARB members)
- 2. A majority vote controls;
  - 3. Subsequent discussion and votes are conducted as necessary; and
  - 4. Failure to achieve a majority decision is reflected on the record and submitted to the Chief of Police.
- E. The Chairman shall record the results and the recommendation of each Board separately and submits the necessary reports to the Chief of Police for final approval. The recommendations of each Board are advisory in nature and non-binding on the Chief of Police.

### **.17 CRASH EVALUATION AND REVIEW BOARD**

- A. The Crash Evaluation and Review Board is designed to review all cases involving city (police) motor vehicle crashes involving sworn members.
- B. The Crash Evaluation and Review Board shall consist of sworn members, as specified in the current Collective Bargaining Agreement.
- C. Membership is open to any officer that has completed their initial probationary period and has not incurred a suspension during the previous twelve months.
- D. A quorum consists of three (3) members.
- E. Each member has one (1) vote.
- F. All sworn members vote regardless of the rank of the respondent.
- G. A sworn member is excused from voting on any case in which he is a respondent, has participated in, or has witnessed.
- H. The Chief of Police may allow the follow to attend the City Vehicle Accident Advisory Action Board meeting:
  - 1. A San Antonio Police Officer's Association representative;
  - 2. The Police Legal Advisor;
  - 3. A Homicide Unit representative; and
  - 4. City of San Antonio Risk Management Representative.
- I. Each sworn member of the Crash Evaluation and Review Board and attendees shall sign a pledge of confidentiality agreeing to maintain the right of privacy for the accused sworn member and hold in confidence all allegations, facts, testimony, and evidence brought before the Board. However, an attending SAPOA representative retains the right to discuss the matters of the CVAAB meeting with the SAPOA executive board, with the expressed purpose and only to the extent that a grievable issue comes into question.
- J. The responsibilities of all members of the Crash Evaluation and Review Board shall be the same as those of the Police Advisory Action Board as outlined in Sections .10D and .11 of this procedure.





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## *Procedure 303 – Disciplinary Procedures*

### **.18 CITY VEHICLE ACCIDENT CASE FINDINGS**

- A. A vote shall be taken to determine a finding in the case. This finding is to be either non-chargeable or chargeable
  - 1. "Non-chargeable" means the sworn member exercised reasonable care and caution, the same care and caution that would be exercised by an ordinary and prudent person in the same circumstances as the sworn member, in the operation of the city vehicle.
  - 2. "Chargeable" means the sworn member failed to exercise reasonable care in the operation of the city vehicle, deviated from established driving practices, and was the major cause of the crash.
- B. A majority vote must determine any finding. If a majority vote cannot be obtained after subsequent discussion and votes, the Chairman will make the final decision.
- C. Following a finding of "Chargeable" a discussion is held and information is presented to assign a point value to the crash.
- D. Point assessment for sworn members involved in police vehicle crashes is based on the following criteria:
  - 1. Non-chargeable (0 points)
  - 2. Chargeable (2 points)
- E. Additional points are added to all "Chargeable" crashes based on the severity of the crash as follows:
  - 1. Damage to the city vehicle that is above \$15,000 or renders the vehicle a total loss. (2 points) The damage is based on documentation provided by the Police Garage.
  - 2. Damage to the city vehicle that exceeds \$5,000 but not \$15,000 in repair costs but does not render the vehicle a total loss. The damage is based on documentation provided by the Police Garage. (1 point)
  - 3. The crash resulted in serious bodily injury, excluding death, to any person(s). (minimum 2 points) "Serious Bodily Injury" means bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
  - 4. The crash resulted in bodily injury to any person(s). (1 point) "Bodily Injury" means physical pain, illness, or any impairment of physical condition.
  - 5. If unsafe speed and/or operation is determined to be a contributing factors. are found (minimum 1 point) (Unsafe speed and/or operation are determined by the investigating supervisor's crash investigation, from the findings of a Traffic Investigation Detail investigation, and/or on recommendation from the findings of the Crash Evaluation and Review Board).
  - 6. If a Chargeable crash results in a death, no point value is assessed. The Chief of Police administers whatever discipline he deems appropriate.
- F. Following the assessment of a point value to the crash:
  - 1. The Homicide Unit representative shall give the point assessment for each Chargeable -crash the sworn member was involved in during the preceding twenty-four (24) months (each crash not exceeding two (2) points total will be removed from consideration for the sworn member's cumulative point assessment total after twelve (12) months).



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 303 – Disciplinary Procedures*

2. The Board shall then calculate the total point assessment for the sworn member. This total is derived by adding the point assessment for the crash under review and the point assessment for crashes the sworn member was charged with as reported by the Homicide Unit representative in accordance with .16F1.
  3. Calculations are based on the date of the crash, not the Board ruling date.
- G. Based on the sworn member's cumulative point assessment total, the Board recommends disciplinary action to the Chief of Police as follows:
1. 1 to 2 points - Written Counseling
  2. 3 points - Written Reprimand
  3. 4 points - One (1) day suspension
  4. 5 points - Three (3) day suspension
  5. 6 points - Five (5) day suspension
  6. 7 points - Ten (10) day suspension
  7. 8 points or more - A minimum fifteen (15) day suspension with the possibility of an indefinite suspension or job reassignment for numerous crashes within the twenty-four (24) month period.
- If the sworn member is charged with Manslaughter, Intoxicated Manslaughter, Intoxicated Assault, Criminal Negligent Homicide, Failure to Stop and Render Aid, or Driving While Intoxicated as a result of the crash, the recommended disciplinary action shall be "temporary suspension" until the disposition of the charge.*
- H. The Homicide Unit representative shall record the findings and point assessments in the sworn member's departmental driving record file.
- I. The Chairman shall record the results and the recommendation of the Board and submits the necessary reports to the Chief of Police with copies to the Internal Affairs Unit. The recommendations of the Board are advisory in nature and are non-binding on the Chief of Police.
- J. Any crash that results in a death, regardless of the ruling by the Board, is forwarded to the District Attorney's Office for review.

### **.19 DISCIPLINARY IMPLEMENTATION**

- A. Upon completing a review of the recommendations presented by each Board, the Chief of Police shall render a decision as to what disciplinary action, if any, is to be taken.
- B. With regard to any action other than suspension, the respondent's Division Commander shall ensure proper implementation of the member's disposition.
- C. Officers involved in two crashes (Chargeable or Chargeable due to Contributory Factors) within a twelve (12) month period will either be placed on special assignment or required to ride double with another officer until they pass a remedial driving course at the Training Academy. The assignment is made by the Chief of Police.
- D. With regard to suspension, the sworn member shall be given notice of the contemplated disciplinary action in accordance with the current Collective Bargaining Agreement.
- E. The Chief of Police, after hearing the sworn member's rebuttal, may decide that a change in discipline from the contemplated discipline is proper and implement an alternative form of discipline which may include a suspension.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

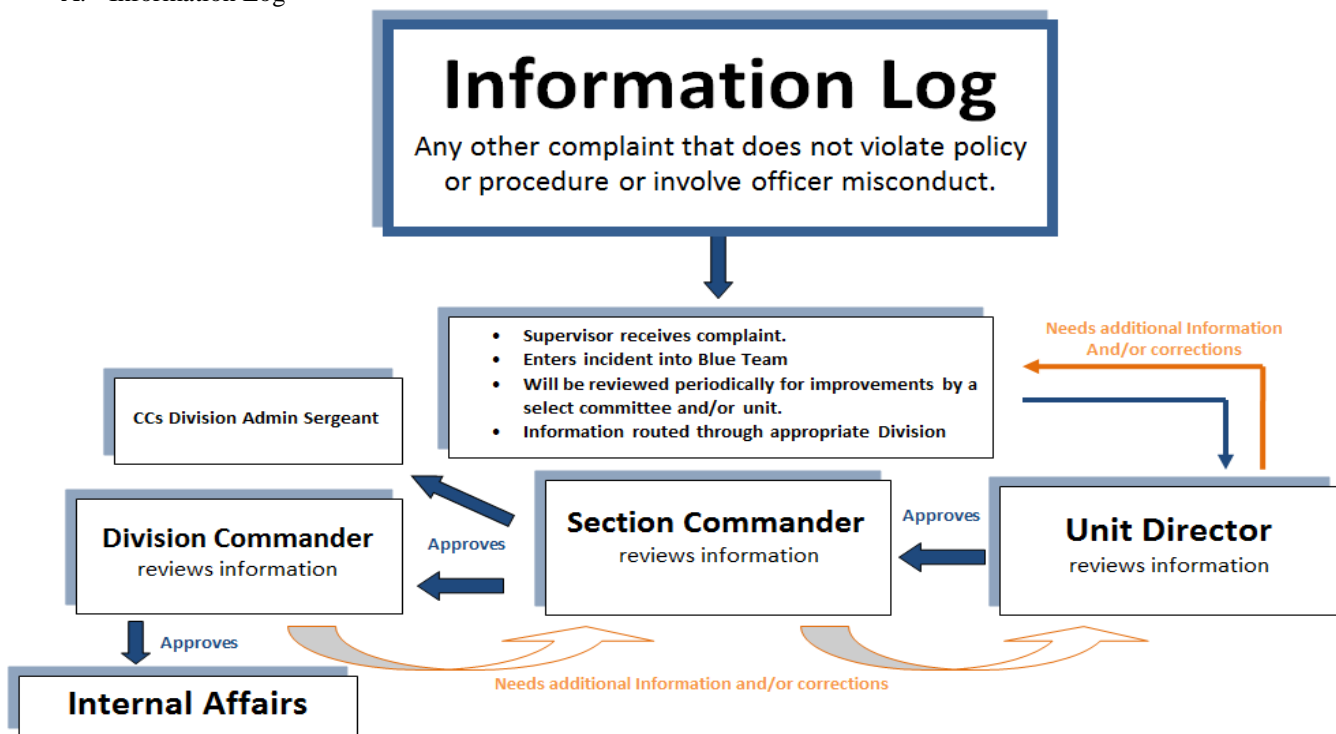


## Procedure 303 – Disciplinary Procedures

- F. A record of any type of disciplinary action taken against a member shall be placed in the member's departmental personnel file.
- G. Any sworn member facing disciplinary action should refer to the current Collective Bargaining Agreement for details related to the initiation of an appeal, time frames, forfeiture of accumulated leave, and scope of the appeal process.

### .20 FLOW CHARTS

#### A. Information Log



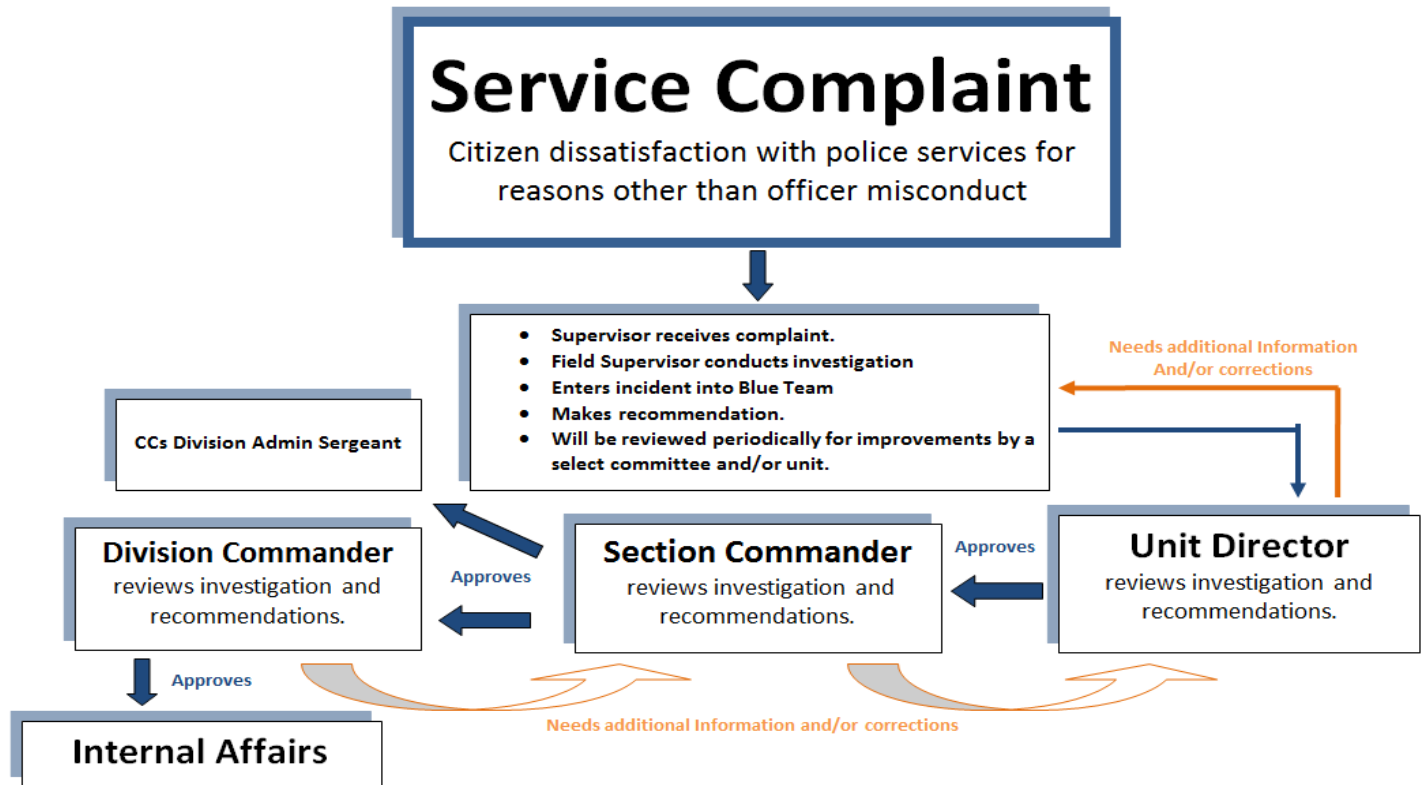


# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 303 – Disciplinary Procedures

### B. Service Complaint





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

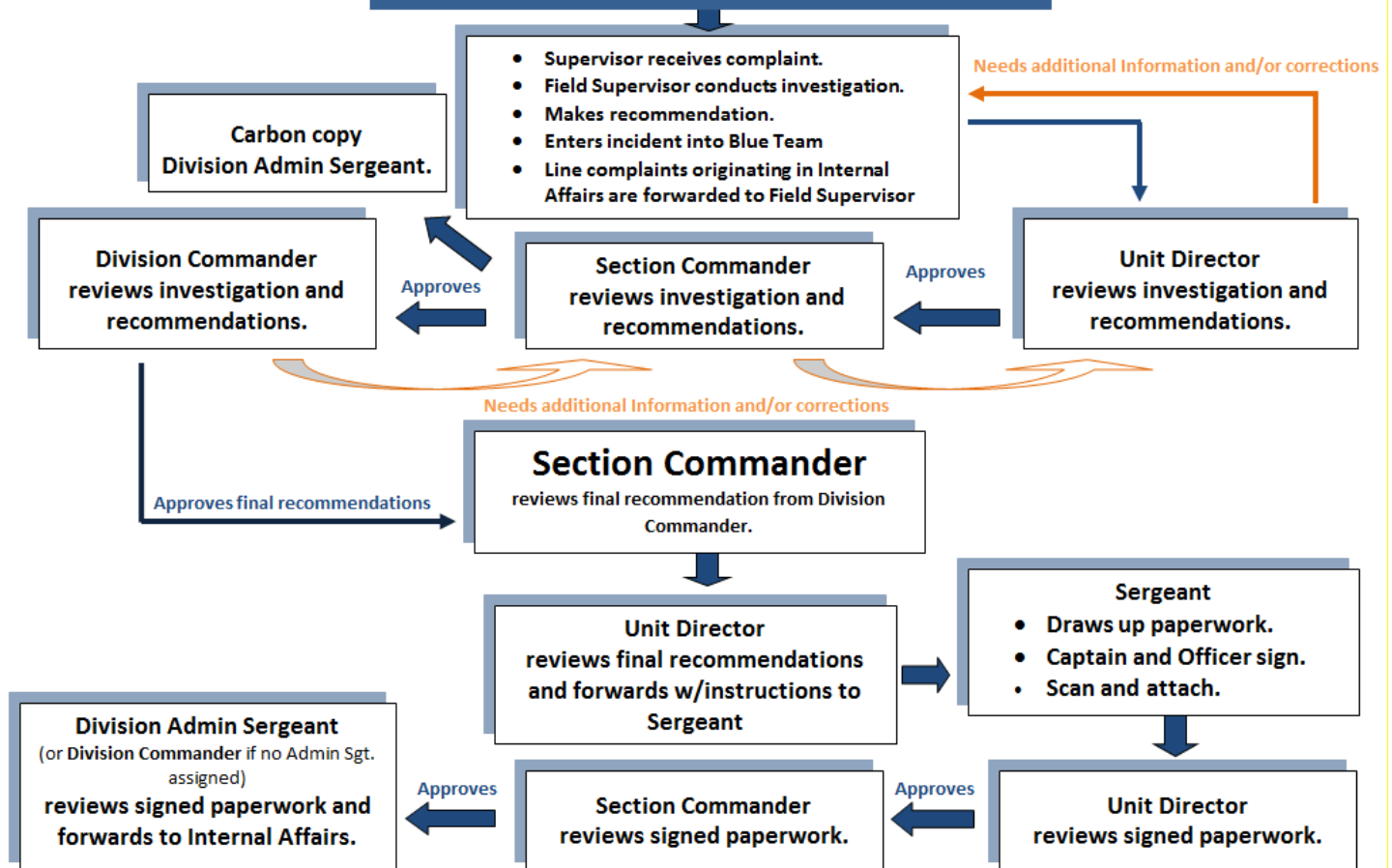


## Procedure 303 – Disciplinary Procedures

### C. Line Complaint

# Line Complaint

Minor variance from routine activities and responsibilities.  
(Written counseling up to 3 day suspension)



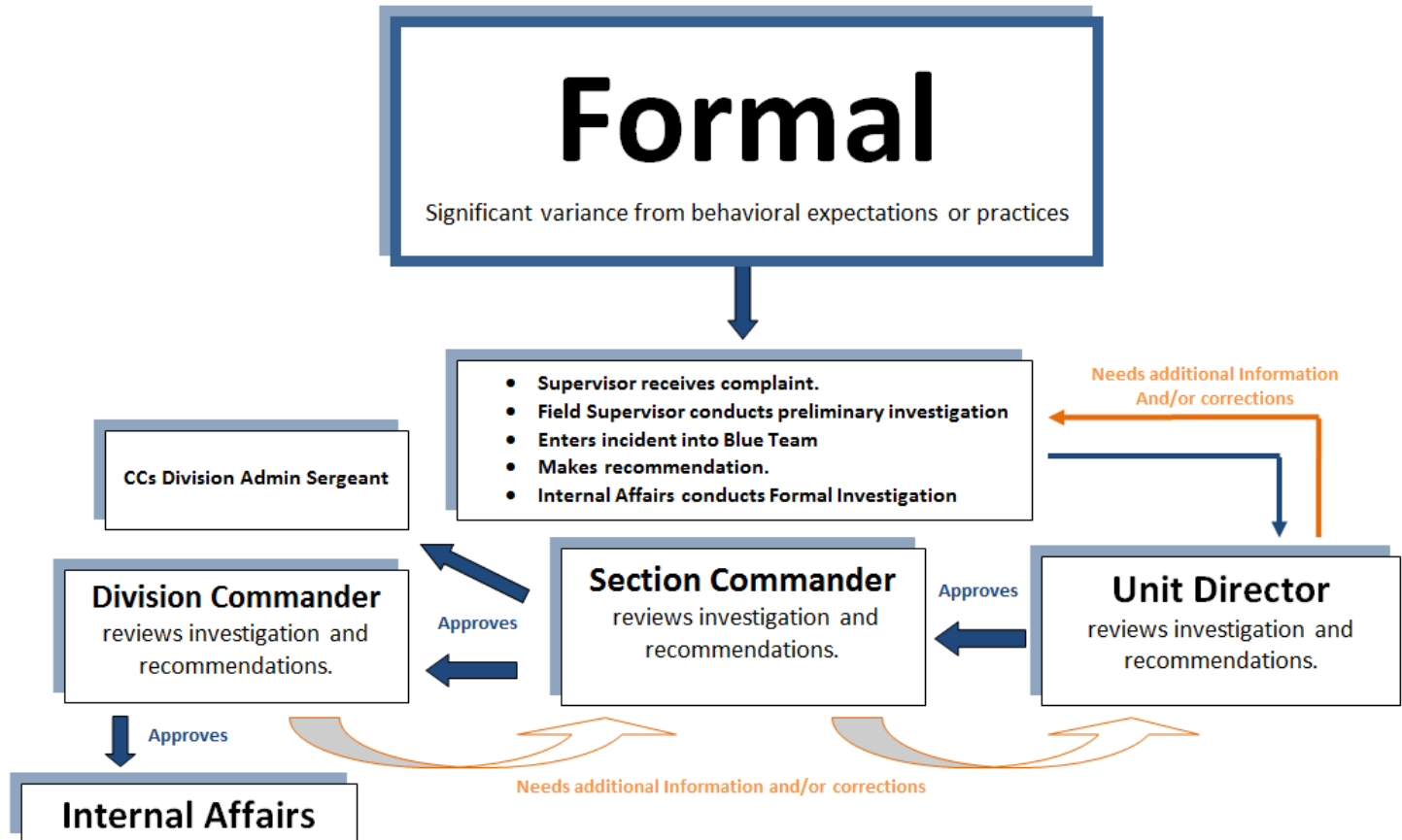


# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 303 – Disciplinary Procedures

### D. Formal Complaint



LINE COMPLAINTS	FORMAL COMPLAINTS
Suspensions – 3 Days or Less	Suspensions – More than 3 Days
Investigated via Chain of Command to Captains	Investigated via Internal Affairs to CARB
<i>Line complaints generally constitute disciplinary matters limited to and involving a minor variance from the routine activities and responsibilities of the sworn member.</i>	<i>Formal complaints generally constitute matters involving conduct that exhibits a significant variance from behavioral expectations. Formal complaints include, but are not limited to:</i> <ul style="list-style-type: none"><li>○ Significant behavioral infractions;</li><li>○ Potential to require a suspension beyond 3 days;</li><li>○ All allegations of unnecessary force; or</li><li>○ Any other incident that may require formal disciplinary proceedings in order to be properly resolved.</li></ul>

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# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 303 – Disciplinary Procedures*

RULES AND REGULATIONS		RULES AND REGULATIONS	
Section	Title	Section	Title
<b>2.02</b>	Chain of Command	<b>3.01 A.</b>	Abide by Laws
<b>3.01 A.</b>	Abide by Laws and Departmental Orders: Laws	<b>3.02</b>	Truthfulness of Members
<b>3.03 C.</b>	Obey Lawful Orders: Unlawful Orders Prohibited	<b>3.03 A.</b>	Obey Lawful Orders: Insubordination
<b>3.04 B.</b>	Responsibility to Serve the Public: Courtesy	<b>3.04 C.</b>	Responsibility to Serve the Public: Conduct and Behavior
<b>3.04 E.</b>	Responsibility to Serve the Public: Police Action when not in Uniform	<b>3.05 A. – E.</b>	Chemical Dependence
<b>3.04 F.</b>	Responsibility to Serve the Public: Neutrality in Civil Actions	<b>3.07 B. – F.</b>	Criticism of the Department: Affects Public Confidence
<b>3.06</b>	Relationship with Coworkers	<b>3.08 A. – F.</b>	Unauthorized Release of Information: Release of Public Statement
<b>3.06 A.</b>	Relationship with Coworkers: Mutual Respect	<b>3.11 A. – D.</b>	Use of Intoxicants
<b>3.06 A, F.</b>	Relationship with Coworkers: Mutual Respect and Working Relationships	<b>3.15 A. – C.</b>	Gratuities, Loans, and Solicitations
<b>3.06 B, C.</b>	Relationship with Coworkers: Courtesy and Respect to Supervisory Officers	<b>3.16</b>	Accepting Rewards
<b>3.06 D.</b>	Relationship with Coworkers: Supporting Fellow Members	<b>3.17 A., B.</b>	Outside Employment: Permission Required
<b>3.06 E.</b>	Relationship with Coworkers: Support	<b>3.18 A.</b>	City Equipment/Property: Improper or Negligent Handling
<b>3.09</b>	Information on Bulletin	<b>3.18 D.</b>	City Equipment/Property: Inventoried property
<b>3.07 A.</b>	Criticism of the Department: Defamatory	<b>3.18 E.</b>	City Equipment/Property: Waste or Conversion
<b>3.18 B.</b>	City Equipment/Property: Loss through Negligence	<b>3.19</b>	Unauthorized Expenditures
<b>3.18 C.</b>	City Equipment Property: Safe Operation of Vehicles	<b>3.24 A., B.</b>	Negotiations on behalf of Suspect
<b>3.23 A.</b>	Restrictions on Activities While Sick, Injured or on Limited Duty: Remain at Residence	<b>3.26</b>	Treatment of Prisoners
<b>3.23 B.</b>	Restrictions on Activities While Sick, Injured or on Limited Duty: No Extra Employment	<b>3.27 A., B.</b>	Giving Information in Internal Investigations
<b>3.28 B.</b>	Responsibility to Know Laws and Procedures: Written Directives	<b>3.29 A., B.</b>	Soliciting Special Privileges
<b>4.01A.</b>	Members Subject to Duty: Non Emergency Actions	<b>3.30</b>	Consorting With Persons of Ill Repute
<b>4.10 D.</b>	Duty to Report Incidents	<b>3.31 C.</b>	Displaying or Discharging Firearms: Discharging Firearms
<b>4.10 E.</b>	Duty to Report Incidents: Incident Where The City May Be Liable	<b>3.32 A. – B.</b>	Activities of Member While Under Suspension
<b>4.10 F.</b>	Duty to Report Incidents: Danger to Public Health or Society	<b>3.33</b>	Arrest in Personal Quarrels
<b>4.12 B.</b>	Official Reports: Submission of Reports	<b>3.35</b>	Report an Arrest, Criminal Charge, or Indictment
		<b>4.06</b>	On Duty Activities
		<b>4.15 A. – C.</b>	Responsibility for Internal Investigations





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 303 – Disciplinary Procedures

LINE COMPLAINTS	FORMAL COMPLAINTS
Suspensions – 3 Days or Less	Suspensions – More than 3 Days
<b>Investigated via Chain of Command to Captains</b>	<b>Investigated via Internal Affairs to CARB</b>
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PROCEDURES		PROCEDURES	
Section	Title	Section	Title
<b>303.02 D.</b>	Disciplinary Procedures: Policy	<b>313.04 A.</b>	Use of City Vehicles: Authorized Use
<b>307.06 A.</b>	Information Not Released: Police Incidents	<b>314.04 B. 2</b>	Command Notification: Officer is Detained or Arrested
<b>307.06 A1h</b>	Information Not Released: Police Incidents	<b>501.05 B.</b>	Use of Force: Application of Force
<b>309.05 C.</b>	Weapons: Firearms Safety Rules	<b>601.07 C. – E.</b>	Prisoners: Security of Prisoners – Escape Prevention
<b>309.05 E.</b>	Weapons: Firearms Safety Rules	<b>604.10. E. F.</b>	Family Disturbance/Violence: Family/Dating Violence/Disturbance Calls Involving a Sworn Member
<b>309.05 H.</b>	Weapons: Firearms Safety Rules	<b>618</b>	Racial/Bias Profiling
<b>309.06 B.</b>	Weapons: General Rules for Carrying Firearms: Sworn Officers	<b>701.05 B. 4b</b>	Crime Scene Duties: Officers Responsibilities
<b>309.11 E. 2</b>	Weapons: Submitting Approval to Carry Shoulder Weapons	<b>705</b>	Officer Involved Shootings
<b>402.04 F</b>	N-Code Reporting Program: Procedure	<b>902.07C</b>	Leave and Absences Policies: Absences
<b>403.05 B.</b>	Communications: Radio Transmissions	<b>918</b>	Harassment and Discrimination in the Workplace
<b>501.09A</b>	Use of Force: Report Responsibilities		
<b>503.01C</b>	Execution of Arrest Warrant: Introduction		
<b>505.05 E.</b>	Misdemeanor Citation Release: Restrictions for Use		
<b>506.03 E.</b>	Traffic Law Enforcement: Uniformed Enforcement Actions by Officers		
<b>506.07 A.</b>	Traffic Law Enforcement: Officer Conduct with Low Risk Traffic Violators		
<b>507.04 A. B2, 3 D.W.I.</b>	Arrest Procedures; Probable Cause for D.W.I or D.U.I.		
<b>601.05 C. 1</b>	Prisoners: Handcuffing of Prisoners		
<b>601.06 A.</b>	Prisoners: Searching of Prisoners		
<b>601.07 C.</b>	Prisoners: Security of Prisoners – Escape Prevention		
<b>601.07 D.</b>	Prisoners: Security of Prisoners – Escape Prevention		
<b>601.14 A. 2.</b>	Prisoners: Injured/Sick Prisoners		
<b>604.10 A.</b>	Family Disturbance/Violence: Family/Dating Violence/Disturbance		
<b>606.14 A. 3.</b>	Impounding Property: Releasing Property		
<b>606.14 D.</b>	Impounding Property: Releasing Property		





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 303 – Disciplinary Procedures

<b>607.06 C. 3.</b>	Impounding Vehicles: Officers' Responsibilities		
<b>607.15 A.</b>	Inventory and Disposition of Property Inventoried		
<b>609.05 B. 1.</b>	Emergency Vehicle Operation		
<b>610.05 B.</b>	Missing persons: Reporting		

LINE COMPLAINTS	FORMAL COMPLAINTS
Suspensions – 3 Days or Less	Suspensions – More than 3 Days
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PROCEDURES		PROCEDURES	
Section	Title	Section	Title
<b>610.06</b>	Missing persons: Entering Missing Person Information in the Computer		
<b>618.08 A.</b>	Racial/Bias Profiling: Data Collection		
<b>701.06 A.</b>	Crime Scene Duties: Officers' General Crime Scene Duties		
<b>707.08 B. 2.</b>	Accident Investigation: Officer Responsibility		
<b>802.05</b>	Critical Incidents: Initial Responders		
<b>803.06 A.</b>	Bomb Threats: Found Explosive Devices		
<b>905.05 A. 3.</b>	Off-Duty and Outside Employment: Outside Employment – Discussion		
<b>905.05 C. 2.</b>	Off-Duty and Outside Employment: Outside Employment – Eligibility		
<b>905.05 D 4.</b>	Off-Duty and Outside Employment: Outside Employment – Employment Permit		
<b>905.05 D 6.</b>	Outside Employment: Employment Permit		
<b>905.05 E. 2.c</b>	Off-Duty and Outside Employment: Acceptable Forms		
<b>917.04 C. 1.</b>	Fiesta Events Attendance Requirements		
<b>917.04 D. 1.</b>	Fiesta Events Attendance Requirements – Cancellations		
<b>917.06 C.</b>	Fiesta Events Attendance Requirements – Special Events		
<b>917.06 C. 2.</b>	Fiesta Events Attendance Requirements – Special Events		



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 303 – Disciplinary Procedures***



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 304 – Air Quality Health Alert Plan*

Office with Primary Responsibility:	COP	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	IDC, PSC, PNC, SSM, TSC, FTC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes guidelines for reducing the amount of harmful contaminants emitted into the atmosphere on Air Quality Health Alert Days by restricting the use of certain City equipment.

### **.02 POLICY**

The Department, through voluntary compliance with the Air Quality Health Alert Plan, will modify Bureau, Division, Section, Unit/Shift, Detail, and Office Activities that result in emitting harmful contaminants into the atmosphere on days declared Air Quality Health Alert Days.

### **.03 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Air Quality Health Alert Day

Ozone

### **.04 AIR QUALITY HEALTH ALERT DAY NOTIFICATION**

The Office of Environmental Policy will notify the Department's Air Quality Health Alert Day Coordinator when Air Quality Health Alert Days are announced by the Texas Commission on Environmental Quality (TCEQ). Notification should be made by 2:00 p.m. on the day before the declared Air Quality Health Alert Day.

### **.05 DEPARTMENT AIR QUALITY HEALTH ALERT DAY PLAN**

- A. Each bureau ensures all units within the bureau implement the Department Air Quality Health Alert Day Plan.
- B. The Department's Air Quality Health Alert Day Plan includes:
  - 1. Fuel vehicles on day before Air Quality Health Alert Days whenever possible;
  - 2. Reduce use of non-emergency vehicles;
  - 3. Restrict use of motor pool vehicles to essential use only;
  - 4. Avoid excessive idling of vehicles;
  - 5. Reschedule non-essential operations;
  - 6. Enforce polluting vehicle ordinances or statutes;
  - 7. Encourage employees to car pool or use public transportation; and
  - 8. Encourage employees to avoid polluting activities at their home.



## **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**

### ***Procedure 304 – Air Quality Health Alert Plan***



#### **.06 RESPONSIBILITIES**

**A. Air Quality Health Alert Day Coordinator:**

1. Acts as liaison between the Police Department and the Office of Environmental Policy.
2. Notifies the Office of the Chief of Police an Air Quality Health Alert Day is declared and to implement the Department's Air Quality Health Alert Day Plan, in accordance with the COSA Air Quality Health Alert Plan 2009.

**B. Office of the Chief:**

Notifies Bureau/Division/Section Commanders, Unit/Shift Directors, Detail, and Office Supervisors to implement the Department's Air Quality Health Alert Day Plan.

**C. Bureau/Division/Section Commanders, Unit/Shift Directors, Detail, and Office Supervisors:**

Enforce compliance with the Department's Air Quality Health Alert Day Plan.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 305 – Reserved for future use*

Office with Primary Responsibility:		Effective Date: Prior Revision Date:	
Office(s) with Secondary Responsibilities:		Number of Pages:	
Forms Referenced in Procedure:		Related Procedures:	

**RESERVED FOR FUTURE USE**



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 306 – Officer Concern Program

Office with Primary Responsibility:	CIA	Effective Date:	March 19, 2018
		Prior Revision Date:	July 24, 2015
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC, SSB	Number of Pages:	6
Forms Referenced in Procedure:	None	Related Procedures:	None

### .01 INTRODUCTION

This procedure creates a program for identifying officers with a pattern of behavior which could signal potential problems which may prove detrimental to the officer and that may require non-punitive departmental intervention efforts.

### .02 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Administrative Review	Deactivated Cases
Officer Case Study	Plan of Action
Referral	Significant Behavioral Infraction

### .03 OFFICER CONCERN PROGRAM

- A. The Officer Concern Program identifies unacceptable behavioral traits in officers before those behavioral traits develop into disciplinary problems for the officer and the Department.
- B. Once an officer with unacceptable behavior traits is identified, the officer may be referred to the Officer Concern Program for a review.
- C. The Officer Concern Program Board will conduct a review of the referred officer and, when appropriate, formulates a Plan of Action in an attempt to address the officer's undesirable behavior.

### .04 REFERRALS TO OFFICER CONCERN PROGRAM

- A. There are three (3) methods for referring officers who are identified as having unacceptable behavioral traits to the Officer Concern Program. The three (3) methods for referrals are:
  1. Referrals by the Chief of Police: The Chief of Police has the prerogative to place an officer directly into the Officer Concern Program.
  2. Referrals by Supervisors: Immediate and intermediate supervisors may initiate a referral by submitting a written report through the chain of command to the respective Division Commander.
    - a. The report must detail the reasons why the supervisor has determined that the officer should be placed in the Officer Concern Program and must be supported by documentation, statements, etc. These referrals are especially important, since immediate and intermediate supervisors work closely with their subordinates and are more familiar with their work habits.
    - b. Referrals of officers to the Program may be for any unacceptable or undesirable behavioral traits. Some common reasons for referrals of officers to the Officer Concern Program include, but are not limited to, the following:
      - (1) Complaints of rudeness (internal and external complaints);
      - (2) Deterioration of work quality or quantity;



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## *Procedure 306 – Officer Concern Program*

- (3) Tardiness;
  - (4) Reasonable suspicion of substance abuse;
  - (5) Vehicle crashes;
  - (6) Poor performance evaluations;
  - (7) EEO complaints; and
  - (8) Tort cases against the City due to officer's actions.
3. Computer-Generated Referrals: The Internal Affairs Unit maintains a computer database on all complaints made against officers. Referrals to the Officer Concern Program may be computer-generated by the number and type of complaints during any continuous eighteen (18) month period:
- a. One (1) sustained formal complaint involving:
    - (1) Physical mistreatment of prisoners;
    - (2) Force;
    - (3) Family violence;
    - (4) Alcohol or drug abuse;
    - (5) An act resulting in the complainant being seriously injured;
    - (6) Racial/Biased Profiling;
    - (7) Insubordination; or
    - (8) Significant Behavioral Infraction
  - b. Three (3) complaints in any combination of the following:
    - (1) Formal complaints;
    - (2) Administrative reviews;
    - (3) Deactivated cases, based solely on complainant waiver.
  - c. One (1) criminal activity complaint supported by credible evidence or which results in an arrest, or formal charges by "indictment," "information," "complaint," or other charging instrument.
  - d. Four (4) complaints comprised of any combination of formal or line complaints. Complaints which are addressed through the chain of command are considered line complaints for the purpose of this procedure.
  - e. Three (3) chargeable city vehicle crashes within a eighteen (18) month period.





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## ***Procedure 306 – Officer Concern Program***

- f. Any combination of four (4) driving-related complaints and/or chargeable city vehicle crashes within a eighteen (18) month period.

### ***.05 OFFICER CONCERN PROGRAM BOARD***

- A. The Officer Concern Program Board, hereafter referred to as the Board, is comprised of seven (7) voting members appointed by the Chief of Police. The members are of the following ranks:
  - 1. A Division Commander who serves as the chairperson;
  - 2. A Captain;
  - 3. A Lieutenant;
  - 4. A Sergeant;
  - 5. A Detective-Investigator; and
  - 6. Two (2) Police Officers.
- B. Board members must have a minimum of five (5) years seniority with the Department and must not have incurred a suspension during the previous twelve (12) months.
- C. Board members serve six (6) month terms.
- D. All Board members shall sign a pledge of confidentiality.
- E. Five (5) Board members must be present to conduct a hearing.
- F. A non-voting Staff Psychologist will be appointed to the Board.
- G. A non-voting specialist may also be appointed to the Board by the Board Chairperson.

### ***.06 PRELIMINARY REVIEW PANEL***

- A. The Preliminary Review Panel is comprised of three (3) officers of any rank from the existing Board.
  - 1. Two (2) members are appointed by the Chief of Police.
  - 2. One (1) member is appointed by the San Antonio Police Officers' Association.
- B. Preliminary Review Panel members serve the same six (6) month terms as the existing Board members.
- C. All three (3) Preliminary Review Panel members must be present to conduct a preliminary review of an officer case study. The subject officer does not appear before the Preliminary Review Panel.
- D. The Preliminary Review Panel will review the case studies prepared for officers who have become candidates for the Officer Concern Program to determine which cases should be reviewed by the entire Board.
- E. The Preliminary Review Panel only reviews officer case studies where the recommendations for the majority of the complaints which caused the referrals are either unfounded for formal complaints or no disciplinary action for line complaints.



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- F. The Preliminary Review Panel will determine by majority vote whether or not to send the officer's case study to the entire Board for review.
  - 1. The Preliminary Review Panel will notify the Board Chairperson of its decision in writing.
  - 2. Case studies not forwarded to the entire Board for review are returned to the Officer Concern Program Coordinator and will remain on file in that office.
  - 3. In cases not forwarded to the Board, an officer will again become a candidate for the program if an additional complaint is received within eighteen (18) months of the original complaint which caused the referral.

### **.07 OFFICER CONCERN PROGRAM PROCESS**

#### **A. Officer Notification**

- 1. The Officer Concern Program Coordinator notifies the officer, in writing, he/she is a candidate for the Officer Concern Program.
- 2. The Officer Concern Program Board Chairperson notifies the officer as to the date and time his/her presence is required at a Board hearing.
  - a. The officer's presence at the Board hearing is mandatory; and
  - b. The officer may have a supervisory officer present, but the supervisor's presence is optional and voluntary.

#### **B. Board Hearing**

- 1. The Officer Concern Program Coordinator briefs the Board on the officer case study.
- 2. The officer candidate is allowed to participate in the Board hearing to provide additional information and to explain the behavior in question. The officer is then excused while the Board members deliberate.
- 3. The Board members discuss the case and, by written secret ballot, make recommendations whether or not to enter the officer into the Officer Concern Program.
  - a. If the majority vote is to enter the officer into the Officer Concern Program, the Board develops a "Plan of Action" to be recommended to the Chief of Police for his review and consideration.
  - b. If the majority vote is not to enter the officer into the Officer Concern Program, any additional complaints within the eighteen (18) month cycle will cause the officer to become a candidate again. The eighteen (18) month cycle begins from the date of the complaint which caused the referral to the Officer Concern Program.
- 4. If the officer is entered into the Officer Concern Program, the Board Chairperson meets with the Chief of Police to review the Board's recommendation and Plan of Action.
- 5. The Chief of Police may approve, modify, or reject the Plan of Action.
  - a. If the Chief of Police approves or modifies the Plan of Action, a written order is issued to the officer.



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## ***Procedure 306 – Officer Concern Program***

- b. If the Chief of Police rejects the Board's recommendation or Plan of Action, the officer's status changes to potential candidate.
6. If the Chief of Police approves the Plan of Action, a meeting is called by the Officer Concern Program Board Chairperson and includes the following persons:
  - a. Chairperson;
  - b. Officer (candidate);
  - c. The officer's immediate supervisor;
  - d. The officer's Division Commander;
  - e. A Board member holding the same rank as the officer; and
  - f. If temporary reassignment is part of the Plan of Action, the supervisor responsible for supervision of the officer during the temporary reassignment.
7. At the meeting, the Board Chairperson explains the Plan of Action (written order) to all attendees. The Plan of Action is then signed by the officer and the Board Chairperson.

### ***.08 POST BOARD HEARING ACTIONS***

- A. The officer's immediate supervisor monitors the officer's progress while assigned to a Plan of Action and reports his findings to the Board Chairperson, the officer's Captain, and the Officer Concern Program Coordinator on a weekly basis. Should the officer be transferred to another unit or be placed under another supervisor, the initial supervisor responsible for monitoring the officer shall notify the Board Chairperson and the Officer Concern Program Coordinator and notify the officer's new supervisor of the officer's Plan of Action. The new supervisor will then be responsible for monitoring the officer and reporting his findings as described above.
- B. The Officer Concern Program Coordinator advises the Board Chairperson and the officer's Captain of additional incidents which have generated complaints which occur during the officer's assignment to a Plan of Action.
- C. Based on the findings reported by the immediate supervisor and the Board Chairperson, the Board recommends to the Chief of Police whether the officer should be removed from the Officer Concern Program or needs further behavior modification.
- D. Any additional complaints resulting from incidents occurring after the completion of a Plan of Action within the eighteen (18) month cycle will cause the officer to become a candidate again. The Officer Concern Program Coordinator will update the officer's case study and it will be reviewed by the Preliminary Review Panel.
- E. The eighteen (18) month cycle begins on the date that the officer completes the Plan of Action.

### ***.09 OFFICER CONCERN PROGRAM ANNUAL EVALUATION***

- A. The Officer Concern Program Coordinator will complete an annual written evaluation of the Officer Concern Program to determine the Program's effectiveness and to recommend any modifications which need to be made. The annual evaluation will be presented to the Chief of Police, and at a minimum, will include the following:
  1. Number of officers referred to the Officer Concern Program during the calendar year;



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## ***Procedure 306 – Officer Concern Program***

2. Most common method of referral;
3. Most common remedial action taken; and
4. The effectiveness of the Officer Concern Program.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 307 – Public and Media Information*

Office with Primary Responsibility:	CMS	Effective Date:	September 19, 2018
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Number of Pages:	3
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure provides members of the Department with direction regarding the official dissemination of information to the public and media.

### **.02 DISCUSSION**

- A. Police activities, by their very nature, generate a great deal of public and media interest. Major police incidents, such as officer-involved shootings, hostage incidents, major crimes, and large-scale operations significantly heighten levels of public exposure and scrutiny.
- B. Police information has an extremely sensitive aspect which must balance two major concerns. These concerns are the constitutional guarantees involving the rights to access by the public and the right of privacy belonging to each individual.
- C. Mandates from The Texas Open Records Act and the Family Code bear upon the dissemination of information in that they stipulate certain information agencies must divulge or protect.

### **.03 POLICY**

It is the policy of the San Antonio Police Department to establish and maintain an open and cooperative environment in which members of the media and public may obtain timely and accurate information on all matters of community interest in a manner which does not jeopardize police operations or the rights of citizens, complainants, witnesses, and persons in custody.

### **.04 RESPONSIBILITIES**

- A. The ranking officer at the scene of an incident has the following responsibilities:
  - 1. Releasing to the media, as soon as practical, any factual information listed under Subsection .05A;
  - 2. Designating a press area;
  - 3. Allowing access to crime scenes as soon as practical;
  - 4. Protecting the interests of owners or agents on whose private property a crime scene exists; and
  - 5. Delegating the responsibility for the release of information under Subsection .05A.
- B. Any officer may release information listed under Subsection .05A on a police incident which does not require the presence of a Supervisory Officer (i.e., major accidents, fires, etc.).
- C. The Police Media Services Detail has the responsibility to coordinate media activities involving the various official functions of the Department at scenes of major police incidents. These responsibilities include the following:



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## *Procedure 307 – Public and Media Information*

1. Limiting media personnel to those areas which will not interfere with operational functions and access to the location;
2. Establishing and marking an information dissemination point or press area;
3. Arranging interviews with appropriate personnel if and when feasible; and
4. Preparing a written news release, if necessary.

### **.05 RELEASE OF INFORMATION**

#### **A. Police Incidents Information**

1. The following information may be released regarding a police incident:
  - a. Location of the offense/incident;
  - b. Premises involved;
  - c. Time of occurrence;
  - d. A brief summary of the offense/incident;
  - e. Identification and description of a complainant (note exceptions in Section .06);
  - f. General description of a suspect (note exceptions in Section .06);
  - g. General description and/or license number of a suspect's vehicle may be released if it does not compromise the investigation;
  - h. General description of the property involved. Avoid descriptions which detail the evidence and which hinder the investigation; and/or
  - i. Identification of investigating officers, without compromising an undercover operation.
2. The Officer delegated the responsibility of releasing information consults with a Supervisory Officer before releasing information not covered by this procedure.
3. The release of information at major crime scenes or incidents is coordinated with the proper investigative unit to ensure crime scene integrity.

#### **B. Internal Information**

1. Information regarding internal investigations is released through the Police Media Services Detail or a representative designated by the Chief of Police.
2. Information regarding Uniform Crime Reporting (UCR) citywide statistics is released only through the Police Media Services Detail.
3. Information regarding the interpretation of departmental policy or procedures is released through the Police Media Services Detail or a representative designated by the Chief of Police.



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## *Procedure 307 – Public and Media Information*

### **.06 INFORMATION NOT RELEASED**

#### **A. Police Incidents**

1. The following information in connection with police incidents is not released:
  - a. The name of a complainant or victim who is deceased or seriously injured, until a surviving relative has been notified;
  - b. The name of a complainant who has been involved in any type of sexual offense;
  - c. The name of a suspect, until the suspect has been booked in a jail facility or formal charges have been filed;
  - d. Identification and description of witnesses;
  - e. The existence or contents of statements, oral admissions, or oral confessions made by a suspect or apprehended person;
  - f. Personal opinions about the suspect and/or information on evidence;
  - g. Statements concerning the testimony or the truthfulness of witnesses; and
  - h. Photographs of any person who is a suspect or arrested person which are taken for purposes of investigatory or criminal history record information in an ongoing investigation.
2. Any officer encountering a citizen or media representative who is not satisfied with the officer's response to a request for non-releasable information should refer the citizen or media representative to the officer's immediate supervisor.

#### **B. Internal Information**

1. Requests from the public or media for release of the home address or phone number of any member of the Department are referred to the Police Media Services Detail.
2. Any requests from outside the Department for release of information from departmental administrative or field files are referred to the Accounting and Personnel Office.

### **.07 MEDIA ACCESS TO POLICE INCIDENTS**

- A. Members of the media requesting to ride in a police vehicle to a police incident shall make the request through the Police Media Services Detail, with final approval obtained through the Office of the Chief of Police.
- B. Officers should not restrict the movement of media personnel unless their actions clearly and directly interfere with police operations or investigations. The mere presence of media personnel, the taking of pictures, or the asking of questions does not constitute unlawful interference.
- C. Photographs may be taken in or from any public access or officially designated areas. Officers may restrict the use of flash or bright lighting when their use may hinder police operations.
- D. No member of the media shall have any property seized or threatened with confiscation without due process of law (i.e., cameras, videotapes, film, notes, etc.).





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## *Procedure 308 – Office Space Allocation and Telecommunications*



Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

- A. The purpose of this procedure is to establish guidelines for the allocation of office space and telecommunication equipment necessary for the successful accomplishment of the mission of the San Antonio Police Department.
- B. Final decisions on space utilization and telecommunication equipment installation rest with the Chief of Police based on the recommendation of the Facilities Administration Office (space utilization) or the Communications Unit (telecommunication equipment).

### **.02 OFFICE SPACE ALLOCATION PROCESS**

- A. Division Commanders identify the need for and request any additional office space.
- B. All requests for additional office space is in writing, directed to the Facilities Administration Office, and must contain:
  - 1. The number of personnel for whom the requested office space is required;
  - 2. A statement regarding the utilization of the requested office space (i.e., full-time, part-time, shared);
  - 3. A statement of necessary telecommunication equipment incidental to the requested office space (this info is shared with the Communications Unit);
  - 4. The number of city vehicles and privately owned vehicles for which parking will be required; and
  - 5. A target date for the initial use of the requested office space.
- C. Facilities Administration Office consults with the Division Commander who has requested new office space and determines office space needs.
- D. Facilities Administration Office makes a recommendation to the Office of the Chief of Police based on the following:
  - 1. The number of personnel involved;
  - 2. The type of operation involved;
  - 3. The importance of Departmental access to the operation;
  - 4. Security needs of the operation involved;
  - 5. The importance of public access to the operation involved;
  - 6. Existing space utilization;



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### *Procedure 308 – Office Space Allocation and Telecommunications*

7. "Industry Standard" space calculations of square footage required; and
  8. Administrative Directive 1.10, – *Standards for Office Space, Furniture and Equipment*.
- E. Reallocation of office space vacated is determined by this same procedure.

#### **.03 OFFICE SPACE MODIFICATIONS OR REPAIRS**

- A. Division Commanders identify the need for and request essential modifications of, or repairs to, any existing or newly acquired office space.
- B. All requests for modifications of, or repairs to, existing or newly acquired office space is in writing directed to the Facilities Administration Office.
- C. All modifications of, or repairs to, existing or newly acquired office space is coordinated by the Facilities Administration Office and the Accounting and Personnel Office.

#### **.04 TELECOMMUNICATION EQUIPMENT**

- A. Division Commanders identify the need for and request new, upgraded, or additional telecommunication equipment.
- B. All requests for new, upgraded, or additional telecommunication equipment is in writing, directed to the Communications Unit.



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## Procedure 309 – Weapons

Office with Primary Responsibility:	CTA	Effective Date: Prior Revision Date:	July 11, 2018 July 06, 2016
Office(s) with Secondary Responsibilities:	PSC, PNC, TEC, FCD, IDC	Number of Pages:	17
Forms Referenced in Procedure:	SAPD Form #60-RCF SAPD Form #62-RFI	Related Procedures:	303, 314, 605

### .01 INTRODUCTION

This procedure provides officers with the guidelines necessary for the safe carrying and handling of approved firearms and intermediate weapons. The procedure also sets guidelines for the types of authorized weapons, ammunition, and holsters officers may carry, and provides for the approval or non-approval of all authorized weapons.

### .02 POLICY

- A. Officers shall carry only approved weapons while on-duty or off-duty. The only time firearms not approved by the Department may be carried is for the purpose of participating in sporting/leisure activities (i.e., hunting, shooting competitions, etc.).
- B. While on-duty, officers shall carry one primary handgun and if approved on SAPD Form #60-RCF, *Request to Carry Firearm*, may carry one concealed/secondary handgun. No more than two handguns may be carried by on-duty officers.
- C. Off-duty officers choosing to carry a handgun approved on SAPD Form #60-RCF, *Request to Carry Firearm*, shall do so in accordance with this procedure.
- D. Officers shall strictly abide by SAPD Rules and Regulations 3.31, *DISPLAYING OR DISCHARGING FIREARMS*.
- E. Officers working inside a police facility may store their firearms in a secure area instead of carrying the firearms on their person, in accordance with Section .05.
- F. Officers are responsible for the safekeeping and appropriate use of their firearms and intermediate weapons.
- G. All officers, when in uniform, shall carry at least one (1) approved intermediate weapon.
- H. All officers having been issued an Electronic Control Devices (ECD) shall carry it when in uniform.
- I. All officers having been issued a shoulder weapon shall carry it when on duty.
- J. Officers must have their handguns, shoulder weapons and intermediate weapons registered with the Firearms Proficiency Control Officer (FPCO).
- K. Officers seeking authorization to carry an intermediate weapon which they have not completed training with at the SAPD Training Academy must present a certificate of training from a department-approved organization which provided the training and demonstrate proficiency in the use of the intermediate weapon to the Training Academy Commander or his designee.
- L. Department-issued rifles and shotguns are assigned to the duty station the officer works. Whenever an officer is promoted or transfers from their duty station, the City rifle or shotgun shall be returned to the Department armorer for an inventory check and inspection. This does not include transfers when an officer stays at the same shift/assignment, but gets different relief days. After the weapon is inventoried and inspected, the appropriate duty station will be contacted and advised the firearm is ready for re-issuance.



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## *Procedure 309 – Weapons*

- M. Suppressors (also called silencers) or any type of device attached to or part of the barrel of a firearm, which reduces the amount of noise generated by a firearm are prohibited from being used on all Department issued and personally-owned firearms, authorized to be carried, on- or off-duty by officers. Any Unit needing to make use of a suppressor (as described above) must seek permission through their chain of command and have written approval from the Chief of Police or his designee prior to making use of such type of device.

### **.03 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Approved Ammunition	Approved Case	Approved Handgun
Approved Holster	Armorer	Approved Firearms
Department-Issued Firearm	Electronic Control Devices	Firearm
Firearms Proficiency Control Officer	Intermediate Weapon	Personally Owned Firearm
Primary Handgun	Proficiency	Qualifying
Ready Room	Secondary Handgun	Shoulder Weapon
Training	Weapon	

### **.04 ARMORY AND SUPPLY OFFICE/READY ROOM**

- A. The Armory and Supply Office is located at the Training Academy and is supervised by the Firearms Proficiency Control Officer (FPCO).
- B. Access into the Armory and Supply Office is restricted to armory personnel and the Training Academy Commander or designees.
- C. Access into all areas of the Ready Room is restricted to personnel assigned to the Armory and Supply-Office and Unit/Shift Directors and/or their designees. In case of an emergency, a supervisor may obtain a key for the Ready Room at the Security Desk, which is located at Police Headquarters.

### **.05 FIREARM SAFETY RULES**

- A. Always treat firearms as if they are loaded.
- B. Never let the muzzle of any firearm cover anything you are not willing to destroy.
- C. Keep your finger off the trigger and outside the trigger guard until you are willing to shoot.
- D. Be sure of your target and beyond.
- E. Officers are responsible for the proper operation and safe handling of all firearms.
- F. Firearms are not loaded or unloaded in any police facility except for maintenance, repair, cleaning, inspection, or processing as evidence by Crime Scene Unit investigators, or under the supervision of Training Academy Range Staff.
- G. Loaded firearms, other than the officer's primary handgun and concealed/secondary handgun, are not carried into or stored in any police facility.
- H. Firearms are not left unsecured in a police facility, but are stored in a locked area not accessible to the public.
- I. Officers, both on-duty and off-duty, must carry handguns in an approved holster while carrying the handguns on their person:
1. Officers working in casual dress code or covert/undercover assignments, as well as off-duty officers, may carry handguns in a container such as a purse, briefcase, fanny pack, carrying bag, etc.



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## *Procedure 309 – Weapons*

2. Handguns carried in containers are not required to be in a holster when such containers are designed to secure the handgun in a manner which would prevent:
  - a. The handgun from becoming readily accessible to unauthorized persons;
  - b. Accidental discharges; and
  - c. Exposure of the handgun to the public.
- J. Officers working covert/undercover assignments may carry their handguns in accordance with Section .06 of this procedure.
- K. While in a police vehicle, a shoulder weapon is carried in the vehicle transport mode:
  1. A shotgun will be transported with chamber empty, action closed, safety on; magazine tube loaded and stored in an approved shoulder weapon case inside the trunk of the police vehicle or in the vehicle mounted weapon rack. The additional rounds will be stored on the stock pouch, side saddle, or in a “GO” bag.
  2. An AR-15 will be transported with chamber empty, bolt closed, safety on, magazine inserted and stored in an approved shoulder weapon case inside the trunk of the police vehicle, along with one additional 30 round magazine loaded with 28 rounds; or secured in a vehicle mounted weapon rack.
  3. Exigent circumstances involving officer and public safety may necessitate the need for an officer to have the shoulder weapon in the vehicle in other than the vehicle transport mode.
- L. Shoulder weapons, when carried to and from a police facility, are carried in vehicle transport mode, in an approved shoulder weapons case.

### **.06 GENERAL RULES FOR CARRYING FIREARMS: SWORN OFFICERS**

- A. **Uniformed Officers:** Officers wearing the regulation uniform or the officer’s unit-specific uniform shall conform to the following:
  1. The Department-issued S&W M&P40 is the only approved primary handgun for uniformed officers to carry:
    - a. The S&W M&P40 will be carried in an approved holster on the equipment belt.
    - b. The S&W M&P40 will be carried with a round in the chamber and the magazine fully loaded.
    - c. Two fully-loaded magazines will be carried in a magazine pouch on the equipment belt.
  2. Upon successful completion of an approved handgun mounted weaponlight course, officers may utilize the light-bearing version of the approved duty holster along with an approved handgun-mounted weaponlight in accordance with Section .08 of this procedure.
  3. If approved, one concealed/secondary handgun may also be carried in accordance Sections .05 and .08 of this procedure.
  4. If approved, the officer may carry one (1) patrol rifle and/or one (1) patrol shotgun in accordance with Sections .05 and .08 of this procedure.
  5. Officers assigned to the Special Operations Unit may receive approval from their Division Commander to carry another approved handgun as their primary handgun.



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## *Procedure 309 – Weapons*

6. Officers of the rank of Captain or above—while wearing a garrison belt—will carry in an approved holster either the City issued S&W M&P40 or an optional primary handgun, in accordance with Section .08 of this procedure.

**B. Business/Relaxed Dress:** On-duty officers wearing business/relaxed apparel shall conform to the following:

1. Officers shall carry one primary handgun. Officers are encouraged to carry their department issued S&W M&P40 handgun.
2. Officers carrying the Department issued S&W M&P40 shall carry the handgun in an approved holster in accordance with Section .05 of this procedure.
3. Officers carrying the Department issued S&W M&P40 shall also carry a sufficient amount of reserve ammunition to allow for the complete reloading of their primary handgun.
4. If approved, officers may carry a handgun other than the Department issued S&W M&P40 as a primary handgun in accordance with Sections .05 and .08 of this procedure. Additionally, officers approved to carry a handgun other than the S&W M&P40 as a primary handgun shall carry it in an approved holster in accordance with Section .08 of this procedure.
5. If approved, one concealed/secondary handgun may also be carried in accordance with Sections .05 and .08 of this procedure.

**C. Casual Dress:** On-duty officers wearing casual dress apparel shall conform to the following:

1. Officers shall carry one primary handgun concealed on their person; Officers are encouraged to carry their Department issued S&W M&P40 handgun.
2. Officers carrying the Department issued S&W M&P40 shall carry the handgun concealed on their person in an approved holster in accordance with Section .05 of this procedure.
3. Officers carrying the Department issued S&W M&P40 shall also carry a sufficient amount of reserve ammunition to allow for the complete reloading of their primary handgun.
4. If approved, officers may carry a handgun other than the Department issued S&W M&P40 as a primary handgun in accordance with Sections .05 and .08 of this procedure. Additionally, officers approved to carry a handgun other than the S&W M&P40, as a primary handgun, shall carry it in an approved holster in accordance with Section .08 of this procedure.
5. Officers under this section may carry their primary weapon either on their person or in a container such as a purse, briefcase, fanny pack, carrying bag, etc. in accordance with Section .05 of this procedure.
6. If approved, one concealed/secondary handgun may also be carried in accordance with Sections .05 and .08 of this procedure.

**D. Covert/Undercover Assignments:** On-duty officers working in these assignments shall conform to the following:

1. Officers shall carry one primary handgun, either concealed on their person, or in such a manner which makes the handgun readily available and which is under the officer's immediate control. Additionally, the handgun shall be carried in accordance with Section .05 of this procedure.
2. Officers carrying an approved handgun other than the Department issued S&W M&P40 as their primary weapon shall do so in accordance with Section .08 of this procedure, and shall have prior written authorization through their chain of command, from the Office of the Chief of Police or his designee.



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3. Shoulder weapons, whether issued by the Department or personally owned, will only be carried by an officer who has received written approval from his chain of command, including his Division Commander and the FPCO.
4. The Chief of Police or his designee (supervisory officer) may authorize, in writing, officers working undercover assignments to carry an authorized weapon in a manner other than in an approved holster or approved case.
5. If approved, one concealed/secondary handgun may also be carried in accordance with Sections .05 and .08 of this procedure.
6. The Unit/Shift Director or his designee (supervisory officer) may authorize officers working undercover assignments not to carry a firearm for a specific assignment which may place the officer in greater danger than being armed.

**E. Off-Duty Officers:** Off-duty officers may carry approved handguns and are subject to the following requirements:

1. The handgun(s) should be carried concealed in a safe and secure manner by officers while off-duty. Additionally, the handgun shall be carried in accordance with Section .05 of this procedure.
2. Officers who carry firearms while off-duty will be subject to the same policies, procedures, rules and regulations pertaining to officers while on-duty.
3. Having a Handgun License (HL) does not relieve officers from complying with this procedure.
4. Should officers choose to open carry while off-duty, they **must** also display their badge and use an approved weapon and holster in accordance with Subsection .02 of this procedure.

### **.07 GENERAL RULES FOR CARRYING FIREARMS: CIVILIAN / NON-SWORN MEMBERS**

- A. Non-sworn members shall strictly adhere to COSA Administrative Directive 4.80, *Violence in the Workplace*.
- B. In accordance with COSA Administrative Directive 4.80, *Violence in the Workplace*, non-sworn members are not prohibited from handling weapons during the course and scope of their duties, when authorized by appropriate authority and in a work related capacity.

### **.08 SPECIFICATIONS FOR APPROVED FIREARMS, AMMUNITION, AND HOLSTERS**

- A. The Training Academy Commander or his designee shall determine the types of firearms, ammunition, holsters, and shoulder weapon cases officers are approved to carry both on- and off-duty, subject to the approval of the Chief of Police.
- B. Officers who choose to carry personally-owned handguns shall submit the handguns for approval. Officers who submit handguns which are not approved by the FPCO may submit a written appeal to the Training Academy Commander requesting a review of the denial. The decision of the Training Academy Commander shall be final.
- C. The FPCO will approve officers to carry firearms only after the following conditions have been met:
  1. The firearm has been inspected and has been found to meet the type and caliber of firearm authorized by this procedure;
  2. The firearm has been found to function properly while being fired during the Department's qualification course;
  3. The officer requesting to carry the firearm has passed the firearms shooting qualification course, along with any other necessary training courses required by the Department with the firearm; and





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4. SAPD Form #60-RCF, *Request to Carry Firearm*, has been completed and approved by all applicable personnel for all firearms other than the Department issued S&W M&P40 handgun.
- D. **OPTIONAL HANDGUNS AS PRIMARY WEAPON:** For a handgun under this section to be considered for approval, it must conform to the following:
1. Only four (4) models of handguns will be considered as options for approval for on-duty officers to carry as a primary weapon: GLOCK Model 23/27, S&W M&P40C, or S&W M&P40 Shield;
  2. Must be chambered to fire the Department issued duty round;
  3. Must have a factory unaltered trigger press weight of not less than five (5) pounds;
  4. Both the slide and receiver must be black in color; and
  5. The handgun must not be equipped with a magazine drop safety.
  6. Officers approved to carry an optional handgun as a primary weapon while on-duty shall carry at least one extra fully-loaded magazine to allow for a complete re-load of the weapon.
  7. Officers approved to carry an optional handgun as a primary weapon must carry the handgun in a holster designed for the make and model of the firearm that provides at least one mechanical, retention device and makes the firearm readily available. Shoulder holsters must be in a vertical carry configuration.
  8. Officers approved to carry an optional handgun and as a primary weapon under this section shall carry the weapon in accordance with Section .05 of this procedure.
- E. **HANDGUNS FOR CONCEALED/SECONDARY OR COVERT/UNDERCOVER CARRY:** For a handgun to be considered for approval under this section, it must be either:
1. A double-action revolver with a caliber designation not less than .38 caliber, nor more than .45 caliber, that holds at least five (5) rounds of ammunition; or
  2. A semi-automatic handgun with a caliber designation not less than .380 caliber, nor more than .45 caliber, with a minimum magazine capacity of five (5) rounds of ammunition.
  3. Officers approved to carry a handgun under this section must carry the handgun in a holster that is designed for the make and model of the firearm that provides at least one mechanical, retention device and makes the firearm readily available. Shoulder holsters must be a vertical carry configuration. Concealed holsters may consider the garment providing concealment as the retention device.
  4. Officers approved to carry a concealed/secondary weapon under this section shall carry the weapon in accordance with Section .05 of this procedure.
- F. **SHOULDER WEAPONS:** For a shoulder weapon to be considered for approval it must be, or have, as part of its associated equipment:
1. A 12-gauge pump shotgun with a barrel length of 18 to 20 inches with a minimum five (5) round magazine tube and a manual-of-arms matching to the department-issued patrol shotgun. The weapon must have been produced and assembled by a reputable manufacturer.
    - a. The shotgun shall have a 1, 2, or 3 point sling.
    - b. The shotgun may have bead, rifle, or “Ghost Ring” sights permanently affixed to the weapon.



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- c. The shotgun may also have a non-magnifying optical sight in addition to the iron sights.
  - d. The shotgun may have a retractable stock, and/or pistol grip.
  - e. The officer must provide either a side-saddle, stock-pouch or like designed device affixed to the weapon that has the capability to hold any additional rounds issued for duty carry.
  - f. Any personally-owned shotgun shall conform to all specifications required by the Training Academy and must be inspected and approved by the FPCO and/or the Armorer prior to use.
2. An AR-15 style rifle in 5.56 mm/.223 caliber only, with a barrel length of 16 to 20 inches (with or without flash suppressor), and manufactured by a reputable major manufacturer. This means the continuous barrel length (portion measured from the bolt face, with bolt closed, to the muzzle) must be a minimum of 16 inches. The barrel length excludes any device which is either permanently or temporarily affixed to the barrel, and:
- a. Must have a metal receiver.
  - b. Must have a minimum of two-30 round magazines, each magazine shall be loaded with 28 rounds. Each magazine shall have that number (28) marked with an indelible marker on the outside of each magazine.
  - c. May have a 1, 2, or 3 point sling.
  - d. Must have adjustable iron sights affixed to the receiver.
  - e. Optics –May have a non-magnifying optical sight in addition to the adjustable iron sights.
    - 1. ***Upon completion of an 8 hour proficiency course officers may utilize:***
      - i. **Magnifier** – a magnifier is a magnification device that can be affixed to the patrol rifle behind the officer's existing non-magnified red dot sight. The magnifier cannot exceed five power (5x) of magnification. The magnifier must be attached to the patrol rifle with a side flip mounting system. The patrol rifle must have functional iron sights affixed to the rifle at all times.
      - ii. **Variable powered optic 1-4** – A variable powered optic is defined as: an optic that the power of magnification can be changed from no power, or non-magnified up to a higher power of magnification not to exceed four power (4x). The tube body of the optic must measure at least 30mm in diameter. It must be manufactured by a reputable manufacturer, designed for Law Enforcement use. It must have an illuminated sight reference (ie Dot, chevron, crosshair). It must have a reticle that remains visible with or without battery power. The Officer should use a cover or flip up lens protection for his/her optic while in transport. It must have a quick detach mounting system to attach the optic to the patrol rifle to allow for removal if necessary. The patrol rifle must have functional iron sights affixed to the rifle at all times.
  - f. A quick detachable mount for the non-magnifying optical sight is optional, but preferable for electric powered optical sights.
  - g. Must have a factory unaltered trigger press weight of not less than 4 pounds.
  - h. May have a fixed or adjustable stock.
  - i. The officer must provide a magazine pouch, coupler, drop pouch, or like designed device that can hold at least one (1) 30 round magazine loaded with 28 rounds.
  - j. Shoulder weapons shall conform to all specifications required by the Training Academy and must be inspected and approved by the FPCO and/or the Armorer prior to use.



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- k. Officers must provide a shoulder weapon case that conforms to Section .08 of this procedure.
- G. **AMMUNITION:** Officers shall carry only approved ammunition.
  - 1. **Handguns:**
    - a. Officers shall carry and fire only Department issued duty ammunition in their Department issued handguns and/or in personally-owned optional handguns approved for use as a primary duty weapon under Section .08 of this procedure.
    - b. Non-department issued ammunition must be inspected, approved, and registered by the FPCO prior to an officer attempting to shoot any qualification courses with the ammunition or carry it on duty. This applies to ammunition used for all personally-owned handguns.
    - c. Any additional ammunition officers choose to carry in emergency response equipment designed for primary weapons or shoulder weapons must be new, non-reloaded ammunition of the same manufacturer, brand, caliber, weight, and velocity as Department issued duty ammunition.
    - d. Officers are responsible for providing their own duty ammunition for all personally-owned handguns. This includes the ammunition needed for the Department's training and qualification courses.
  - 2. **Shoulder Weapons Training:**
    - a. Officers approved to carry shoulder weapons (Department issued and personally-owned) will be provided with Department issued training ammunition for the weapons when participating in Department-provided rifle/shotgun schools (40 hours) and rifle/shotgun in-service classes (8 hour re-qualification). This includes ammunition for officers to carry in the weapons while on-duty.
  - 3. **Shoulder Weapon Qualification and Duty Ammunition:**
    - a. Officers approved to carry Department issued shoulder weapons will be provided with the ammunition needed.
    - b. Officers approved to carry personally-owned shoulder weapons will be provided with the ammunition needed.
    - c. Any additional ammunition officers choose to carry in emergency response equipment designed for primary weapons or shoulder weapons must be new, non-reloaded ammunition of the same manufacturer, brand, caliber, weight, and velocity as Department issued duty ammunition.
- H. **HOLSTERS:** Holsters and cases shall be inspected and approved by the FPCO prior to being carried by officers. For a holster to be considered for approval, it must be a holster that is designed for the make and model of the firearm that provides at least one mechanical, retention device, and makes the firearm readily available. Shoulder holsters must be a vertical carry configuration. Concealed holsters may consider the garment providing concealment as the retention device.
  - 1. Uniformed officers shall utilize the Safariland Model 6360 ALS Duty Holster to carry the S&W M&P40.
  - 2. Upon successful completion of an approved handgun mounted weaponlight course uniformed officers may utilize the light bearing version of the Safariland Model 6360 ALS Duty Holster to carry the S&W M&P40.
- I. **SHOULDER WEAPONS CASES:** Cases shall be inspected and approved by the FPCO prior to being carried by officers. For a case to be considered for approval, it must be a case that is designed for the make and model of the shoulder weapon that provides the ability to carry extra magazines and associated equipment, and makes the weapon readily available.



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- J. HANDGUN MOUNTED WEAPONLIGHTS: Handgun mounted weaponlights shall be inspected and approved by the FPCO or his designee prior to being carried by officers.
1. For a handgun weapon-mounted light to be considered for approval it must:
    - a. Provide LED illumination of at least 120 lumens
    - b. Manufactured to fit the S&W M&P40.
    - c. Designated by Safariland to fit the light bearing version of the Model 6360 ALS Duty Holster.
    - d. May be operated by either toggle switch or pressure pad.
  2. Officers must successfully complete an approved handgun mounted weaponlight course administered by the FPCO or his designee prior to carrying a handgun mounted weaponlight. Officers wishing to attend this course are responsible for providing the weaponlight, holster, and any ammunition needed to complete the course.
  3. Officers carrying a handgun mounted weaponlight shall carry a separate hand-held utility light, in working order, as their primary illumination tool.
  4. Officers carrying the handgun mounted weaponlight shall utilize it solely as an extension of the weapon in conformance with Section .05 of this procedure.
  5. If an officer decides not to carry the handgun mounted weaponlight on his weapon, he must transition back to the standard non-light bearing holster authorized under this procedure. **SAFETY ISSUE: The handgun mounted weaponlight holster is not to be used without the weaponlight on the weapon. The manufacturer will not guarantee the retention level if used with the weaponlight not mounted on the weapon.**
- K. The information regarding an officer's authorized weapons, ammunition, and holsters shall be registered with the FPCO or his designee on SAPD Form #60-RCF, *Request to Carry Firearm*.

### **.09 GENERAL INFORMATION FOR PERSONALLY-OWNED HANDGUNS OR SHOULDER WEAPONS**

- A. All personally-owned firearms, carried on or off-duty by officers, must be approved by the FPCO, and registered with the Department prior to the officer carrying the firearms. Officers shall register personally-owned firearms with the FPCO or his designee by completing SAPD Form #60-RCF, *Request to Carry Firearm*.
- B. Officers who sustain loss, theft, or damage to their personally-owned handguns, shoulder weapons, holsters, or shoulder weapon cases may receive reimbursement for the cost of replacement or repair in accordance with the current Collective Bargaining Agreement.
- C. The Department will not provide officers with replacement handguns or shoulder weapons when personally-owned handguns or shoulder weapons are taken into custody for evidence, or when repairs or modifications are conducted.
- D. The FPCO or his designee will check all firearms officers want to carry for stolen in the NCIC/TCIC files, and document the results on SAPD Form #60-RCF, *Request to Carry Firearm*, prior to approving and registering the firearms.
  1. Any firearms found to be stolen will be impounded into the Property Room.
  2. The FPCO (supervisor) or another supervisor will ensure the officer in possession of a stolen firearm writes a report indicating the circumstances of his possession of the firearm. The report will be forwarded to the officer's division commander and the Office of the Chief.



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3. The FPCO (supervisor) or the supervisor notified of a stolen firearm will ensure an offense report is written regarding the stolen firearm. The original report will be routed to the Records Office and copies will be forwarded to the follow-up unit, the officer's division commander, and the Office of the Chief.

### **.10 OBTAINING APPROVALS TO CARRY SHOULDER WEAPONS**

- A. Officers shall receive written approval on SAPD Form #60-RCF, *Request to Carry Firearm*, from their division commander prior to attending shoulder weapon training and carrying a shoulder weapon.
- B. A Patrol Division Commander shall request officers for the Shoulder Weapon Program (Department-issued weapons) based on availability within a specific district or section.
- C. Upon written approval on Form #60-RCF, *Request to Carry Firearm*, from the FPCO, an officer may be approved to carry one (1) personally owned rifle and/or one (1) personally owned shotgun with the approval and registration by the Department for police use. Only one (1) shoulder weapon will be Department-issued.
- D. Officers will be allowed to carry only approved shoulder weapons (Department-issued or personally-owned), while on-duty.
- E. Officers shall carry shoulder weapons in accordance with the guidelines listed in their SOP, as well as this procedure.

### **.11 PREPARATION, HANDLING, AND DEPLOYMENT OF HANDGUNS AND SHOULDER WEAPONS**

- A. Preparations, handling, and deployment instructions for all authorized weapons shall be incorporated into the firearms training courses established by the Training Academy Commander and/or the Special Operations Unit staff. Division Commanders who authorize the carrying of shoulder weapons shall ensure preparations, handling, and deployment guidelines for these weapons are included into their SOP manuals.
- B. The Department issued S&W M&P40 handgun and other semi-automatic handguns are carried with a live round in the chamber and all magazines fully loaded.
- C. Revolver handguns shall be carried with a live round in each chamber of the cylinder. Revolvers shall not be carried in the cocked position.

### **.12 LESS LETHAL MUNITIONS**

- A. Less lethal munitions are extended range impact projectiles designed to safely incapacitate potentially dangerous person(s) from a distance that minimizes the danger to agents and citizens. Projectiles are fired or launched for the purpose of causing blunt trauma, which is used to encourage compliance and overcome resistance with a reduced likelihood of causing death. The department authorizes the use of approved 12-gauge, 40 mm, and 37 mm less lethal devices
- B. Prior to firing less lethal rounds from either a 12-gauge shotgun or 37mm launcher, officers shall:
  1. Unload all ammunition from the weapon;
  2. Visually and manually inspect the breech and magazine or cylinder of the weapon to ensure that all ammunition has been removed from the weapon;
  3. Load the less lethal munitions into the weapon, visually inspecting each round prior to insertion, ensuring that the ammunition which is being loaded is the correct less lethal munitions; and
  4. Whenever possible, a second officer shall observe and verify all stages of the unloading of the weapon and the loading of all less lethal munitions.



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- C. When deploying less lethal munitions, the preferred target areas are the arms, shoulders, thighs, knees, or shins of the subject. The operator should not intentionally target the head/neck, thorax, heart, groin, or spine of the subject.

### **.13 FIREARMS QUALIFICATION AND REGISTRATION OF FIREARMS**

- A. The Texas Commission on Law Enforcement (TCOLE) mandates certified Texas peace officers qualify with all firearms they carry, either on or off-duty, at least once every calendar year.
- B. HANDGUNS: Qualifying with a Department issued S&W M&P40 handgun, and personally-owned handguns:
1. All officers must qualify each calendar year with their assigned Department issued S&W M&P40 handgun. All officers shall qualify wearing the Sam Browne duty belt which conforms to the regulation uniform code when qualifying with their duty handgun.
  2. Officers wanting to qualify with a handgun, other than their Department issued S&W M&P40 must have the handgun, holster, and ammunition approved in accordance with Section .08 of this procedure.
  3. To qualify with handguns, officers must score a minimum of seventy percent (70%) on the Department's established course of fire as administered and scored by the FPCO or his designee.
  4. Officers are afforded two (2) attempts on a given day at qualifying with the Department issued S&W M&P40 handgun on the day and time of an officer's scheduled Departmental in-service qualification period, or at such other time as scheduled by the FPCO.
  5. Officers are afforded two (2) attempts on a given day at qualifying with personally-owned handguns. Personally-owned handgun qualifications will be scheduled according to the dates and times established by the FPCO or his designee.
- C. Failure to Qualify with a Department Issued Handgun:
1. In addition to not scoring a minimum of seventy percent (70%) on the established course of fire, unsafe behavior or failure to demonstrate the proper functioning or handling of a handgun are also grounds for failure to qualify.
  2. Officers who fail to qualify during their scheduled departmental in-service qualification period or who do not qualify during a calendar year with a Department issued handgun will:
    - a. Surrender their Department issued handgun to the FPCO;
    - b. Surrender their Department issued shoulder weapon to the FPCO, if assigned to a Department Shoulder Weapon Program. The officer will be removed from the Department Shoulder Weapon Program until further notice by a Patrol Division commander;
    - c. Not be allowed to qualify with any other firearm until they have qualified with their Department issued handgun; and
    - d. Not be allowed to carry any firearm, on- or off-duty.
  3. The FPCO shall immediately notify the Training Academy Commander when an officer fails to qualify after two attempts with his Department issued handgun
  4. Officers failing to qualify are prohibited from wearing the police uniform or working off-duty employment in city facilities or outside employment, which requires an extension of police services, until they qualify.





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5. When scheduled, the officer will be given two (2) new attempts to qualify and must score a minimum of seventy percent (70%) on the Department's established course of fire as administered and scored by the FPCO. The FPCO shall immediately notify the Training Academy Commander when an officer fails to qualify after the fourth attempt.
6. In the event an officer fails to qualify after the fourth attempt, the Training Academy Commander contacts the Office of the Chief of Police to place the officer on special assignment to the Training Academy. The officer will attend a sixteen (16) hour firearm remediation course at the Training Academy.
7. Upon completion of the firearms remediation course, officers are given two (2) final attempts to qualify and must score a minimum of seventy percent (70%) on the Department's established course of fire as administered and scored by the FPCO.
8. Officers who qualify on one of their two (2) final attempts are released from special assignment and returned to their assigned units. The officer will resume his police duties and may resume working off-duty employment in city facilities and outside employment. All officers who are assigned to the remediation course shall be required to attend quarterly remedial firearms training.
9. Officers who fail to qualify on their final attempts are retained on special assignment, with a recommendation for termination sent to the Chief of Police.

### D. Failure to Qualify with Personally-Owned Handguns

1. Officers who fail to qualify after the second attempt on a given day will not be approved to carry the handgun.
2. Additional attempts to qualify may be scheduled with the officer by the FPCO or his designee.

### E. SHOULDER WEAPONS: Qualifications to carry a Shoulder Weapon

1. The Training Academy Commander shall post on the SAPD Intranet (S.A.M. Resources, Training Academy On-Line Registration) the dates and times when shoulder weapon training courses will occur.
2. Division commanders who have approved officers to attend shoulder weapon training will schedule their officers for shoulder weapon training and provide the FPCO with the original SAPD Form #60-RCF, *Request to Carry Firearm*.
3. Officers shall pass the Basic Patrol Rifle Course or the Basic Patrol Shotgun Course administered and scored by the FPCO or his designee prior to being approved to carry a shoulder weapon. The FPCO, his designee and/or the Certified Firearms Instructor assigned to the Special Operations Unit will issue the officer written notification on SAPD Form #60-RCF, *Request to Carry Firearm*, advising the officer if he is authorized to carry a shoulder weapon.
4. Officers shall qualify annually with all Department issued and/or personally-owned shoulder weapons as mandated by TCOLE.
5. All officers assigned to a Department Shoulder Weapon Program shall be required to qualify with the Department issued S&W M&P handgun. The qualification score shall be based on the annual in-service qualification course of fire. Additionally, all officers will be required to fire a qualification course of fire on the first day of the designated rifleman/shotgun 40 hour school. Those officers, who fail to qualify will not be permitted to participate in the school and will be returned to their duty assignment.





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6. Shoulder weapon qualification criteria for officers assigned to the SWAT Detail shall be determined by the Certified Firearms Instructor assigned to the Special Operations Unit, with approval from the FPCO and the Commander of the Tactical Support Division.

### F. Failure to Qualify with a Shoulder Weapon

1. Officers failing to qualify on any Departmental qualification courses with a shoulder weapon after two (2) attempts shall not be authorized to carry a shoulder weapon. The FPCO will issue the officer and their supervisor a written notification on SAPD Form #60-RCF, *Request to Carry Firearm*, advising the officer he is not authorized to carry a shoulder weapon.
2. The officer's division commander will be notified by the FPCO when an officer fails to qualify after two (2) attempts with a shoulder weapon.
3. Officers failing to qualify with a shoulder weapon shall surrender their Department issued shoulder weapon to the FPCO. The officer will be removed from the Department Shoulder Weapon Program until further notice by a Patrol Division commander.
4. With approval from the officer's division commander, the FPCO may reschedule a final qualification attempt for officers who have failed shoulder weapon qualification.

### G. Approval/ Denial and Registration of Firearms

1. Upon successful completion of the Department's established Firearms Qualification Courses with a handgun or shoulder weapon, the FPCO will register the firearm(s) with the Department in the following manner:
  - a. Complete SAPD Form #60-RCF, *Request to Carry Firearm*, indicating approval or denial for the officer to carry the handgun(s) and/or shoulder weapon. The FPCO or his designee and the officer requesting approval, shall sign SAPD Form #60-RCF, *Request to Carry Firearm*, indicating knowledge of approval or denial of the request;
  - b. The FPCO or his designee will give the officer a completed copy of SAPD Form #60-RCF, *Request to Carry Firearm*;
  - c. The officer will route a copy of the completed SAPD Form #60-RCF, *Request to Carry Firearm*, through his chain of command to his division commander. The officer's unit/shift director shall file a copy of the form in the officer's field file; and
  - d. The FPCO shall maintain and file the original SAPD Form #60-RCF, *Request to Carry Firearm*, and shall register the information on the firearm(s) in the police firearms computer program.
2. Officers who no longer choose to have a personally-owned weapon registered with the Department will submit a written report to the FPCO requesting the handgun, rifle, or shotgun be removed from the officers' approval list. Officers will also route a copy of the report through their chain of command.

## **.14 MAINTENANCE, REPAIRS, AND MODIFICATIONS OF FIREARMS**

- A. Only the Department Armorer, the Academy assigned FPCO, or certified range staff will conduct repairs, modifications, or change parts to department-issued firearms.
- B. Officers who desire to have any modifications or to change any parts to a firearm shall make a request in writing to the FPCO who shall have the final decision regarding modifications and the changing of parts to firearms.
- C. The Department will not be responsible for making repairs to personally-owned firearms, and will not reimburse officers for the cost of repairs or maintenance of personally-owned firearms.



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- D. In the event a personally-owned firearm becomes damaged or inoperative, the officer may opt to have a non-department armorer repair the firearm at his own expense. This repair must be reported to the FPCO in writing. The FPCO or his designee will inspect the firearm after the repair and prior to the officer carrying the firearm.
- E. Upon discovering unauthorized repairs, modifications, or parts to any Department-issued firearm, the FPCO notifies another Firearms Range staff member in order to verify the unauthorized repairs, modifications or parts, and;
  - 1. If the firearm is a Department-issued firearm, the Armorer, the FPCO, or his designee makes the required repairs or changes so the firearm meets Departmental specifications; or
  - 2. If the firearm is a personally-owned firearm, the Academy assigned FPCO or Academy assigned range staff shall document the incident on SAPD Form #60-RCF, *Request to Carry Firearm*, and advise the officer the firearm is not approved to be carried by the officer for police use; and
  - 3. The FPCO will submit a written report to the Training Academy Commander detailing the unauthorized repairs, modifications, or parts. The Training Academy Commander shall notify the officer's division commander for possible disciplinary action against the officer. All disciplinary action shall be handled in accordance with GM Proc. 303, *Disciplinary Procedures*.

### **.15 RESPONSIBILITIES**

#### **A. Training Academy Commander:**

- 1. Is the custodian of the departmental weapon ranges and establishes safety rules for these ranges and other weapon ranges utilized by the Department.
- 2. Ensures training and qualification courses are established and documented for authorized weapons.
- 3. Appoints the FPCO and his designees.
- 4. Notifies the Office of the Chief of Police, the Internal Affairs Unit, and the officer's division commander when:
  - a. An officer fails to qualify with their Department issued handgun; and
  - b. An officer's qualification is about to expire or has expired due to a lapse of time.

#### **B. Firearms Proficiency Control Officer:**

- 1. Is in charge of the departmental weapon ranges during firearm exercises;
- 2. Ensures all persons on the weapon ranges adhere to the range safety rules;
- 3. Inspects, approves, and documents all firearms, holsters, ammunition, and shoulder weapon cases officers are authorized to carry, both on- and off-duty, for police use;
- 4. Makes repairs, modifications, and changes parts on Department-issued firearms.
- 5. Establishes and maintains all firearms training, and records officers' training and the information on officers' weapons into the Police Firearms computer program;
- 6. The FPCO or his designee administers and scores the firearms qualification process for all officers; and
- 7. Notifies the Training Academy Commander in writing when;



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- a. An officer fails to qualify with their Department-issued handgun;
- b. An officer's qualification is about to expire or has expired due to a lapse of time; and
- c. An officer has made unauthorized repairs, modifications, or has changed parts on an authorized weapon.

### C. Armorer

1. Maintains the Armory and Supply Office and issues authorized supplies when needed.
2. Makes repairs, modifications, and changes parts on Department issued firearms.
3. When OC spray/gel canisters, or an ECD or related equipment are returned to the Armory by officers, the Armorer replaces the equipment and completes the appropriate section of SAPD Form 62-RFI, *Receipt for Issue/Replacement OC Spray/Gel and/or ECD*. The Armorer forwards a copy of the form to the Internal Affairs Unit.

### D. Section Commanders/Unit Directors:

1. Ensure officers under their command or direction carry only authorized weapons as defined in this procedure.
2. Maintain an inventory list of all shoulder weapons assigned to their personnel and unit.
3. When officers are transferred from their duty station, they ensure that any Department-issued rifles or shotguns assigned to them are returned to the San Antonio Police Department Armory, in a clean condition, to allow the armorer to inventory the equipment and to inspect the firearm.

### E. Supervisory Officers:

1. Ensure through periodic inspections that officers under their supervision carry only approved firearms, holsters, ammunition, and intermediate weapons as defined in this procedure, and all equipment is in proper working order.
2. Verify information on any approved firearms checked in or out of the Ready Room by officers is properly entered into the weapon's logbook.
3. When the Armory is closed, verify information entered in the appropriate section of SAPD Form 62-RFI, *Receipt For Issue/Replacement of OC Spray/Gel and/or ECD*, by officers returning OC spray/gel canisters or replacing an ECD or cartridges to the Ready Room and also verify information entered into the OC spray/gel and/or ECD logbook when officers check out replacement equipment.
4. Must have knowledge of all weapons carried by personnel under their supervision.

### F. All Officers

1. Carry only authorized weapons, ammunition, and holsters, on-duty or off-duty, in accordance with this procedure.
2. Maintain qualifications on all authorized weapons they carry, and ensure the weapons function properly at all times.



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## *Procedure 309 – Weapons*

3. Allow only the Department Armorer, the Academy assigned FPCO or the Academy Range Staff to make repairs, modifications, or changes of parts to any Department-issued
4. Officers carrying any Department-issued approved firearm or ECD which is damaged or inoperative shall immediately return the firearm or ECD to the Armory for inspection and/or repair. If the Armory is closed, a supervisor shall accompany the officer to the Ready Room to obtain a spare firearm or ECD to replace the damaged or inoperative department-issued firearm or ECD. A written report listing the malfunction or damage shall be attached to the firearm or ECD and a copy of the report is routed through the officer's chain of command to his Division Commander.
5. The loss or theft of a Department-issued or personally-owned approved firearm shall immediately be reported to the FPCO or his designee, Department Armorer, and a supervisory officer.
  - a. If the loss or theft occurred inside the city limits, the supervisory officer will ensure an offense report is written.
  - b. If the loss or theft occurs in another jurisdiction, the officer shall immediately notify the appropriate law enforcement agency and ensure a report is written by the agency.
  - c. The officer shall write an incident report under an SAPD case number detailing the loss or theft.
  - d. The officer routes a copy of his report documenting the loss or theft through his chain of command and to the Armorer.
6. Any officer who transfers from one duty station to another shall return their Department-issued rifle or shotgun to the armory, in a clean condition. The Armorer shall conduct an inventory of the equipment and inspect the firearm.
7. Any officer discharging a firearm accidentally or intentionally, except while training on a shooting range or while lawfully hunting wild game, shall immediately notify an on-duty supervisor and report the incident in writing, through his chain of command, to the Division Commander in accordance with Rule and Regulation 3.31, Subsection D.
  - a. The supervisor notified will review all the circumstances surrounding the firearm discharge to ensure all policy, training, weapon/equipment, and discipline issues are addressed.
  - b. Upon completion of his initial review, the supervisor will handle in accordance with GM Proc. 303, *Disciplinary Procedures*.
  - c. The officer's initial report and the supervisor's written review and recommendations are then forwarded through the chain of command for final review and disposition.
  - d. The Division Commander shall review the reports and recommendations, and based on the merits, substance, and gravity of the incident, will request further investigation, implement discipline in accordance with the current Collective Bargaining Agreement, or recommend no disciplinary action.
  - e. Regardless of the outcome, all reports with recommendations will be routed to the Internal Affairs Unit and will be maintained on file in accordance with the Department's retention schedule.
8. Any officer discharging an intermediate weapon accidentally or intentionally shall immediately notify an on-duty supervisor and report the incident in writing, through his chain of command, to his Division Commander; all requirements of Subsection .06 (a-e) will apply.



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## *Procedure 309 – Weapons*

9. Any officer who uses oleoresin capsicum (OC) spray/gel shall return the OC spray/gel canister, even if partially used, to the Armory or Ready Room to obtain replacement equipment prior to the end of his tour of duty. Fired ECD cartridges are replaced prior to the end of the officer's tour of duty.
  - a. If the Armory is closed, a Supervisor shall accompany the officer to the Ready Room to replace the used OC spray/gel canister or fired ECD cartridges.
  - b. SAPD Form #62-RFI, *Receipt for Issue/Replacement OC Spray/Gel and/or ECD*, shall be completed by the officer (and the supervisor when applicable).
    - (1) It is attached to the used OC spray/gel canister.
    - (2) For an ECD and/or cartridge, one copy of the replacement receipt shall be left in a designated receptacle in the Ready Room.



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## Procedure 310 – Uniforms and Dress Codes

Office with Primary Responsibility:	COP	Effective Date:	June 5, 2019
		Prior Revision Date:	March 19, 2018
Office(s) with Secondary Responsibilities:	PSC, PNC, TEC, FCD, IDC, SSB	Number of Pages:	12
Forms Referenced in Procedure:	None	Related Procedures:	309, 311, 315

### .01 INTRODUCTION

- A. This procedure provides officers with the specifications necessary to purchase uniforms and the various accessories that each officer is required to possess and maintain.
- B. This procedure also establishes Departmental regulations for officers regarding the wearing of police uniforms and accessories, the proper clothing for officers in non-uniform assignments and civilian members, and the personal grooming of all officers.
- C. Command and Honor Guard uniform specifications are determined by the Chief of Police.
- D. Tactical Support Division uniform specifications are recommended by the Section Commander, through the Division Commander, and submitted to the Labor Relations Committee and the Chief of Police for approval.
- E. Deviation from any regulation in this procedure is allowed only by permission of a member's Division Commander when necessitated by a specialized or undercover duty assignment.

### .02 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Body Modification

Regulation Uniform

Religious Grooming Customs

Command Uniform

Unit-Specific Uniform

Formal Uniform

Articles of Faith

### .03 GENERAL UNIFORM REGULATIONS

- A. All uniform and accessory items must conform to the uniform specifications listed in the appendix of this procedure.
- B. Officers shall not wear a uniform or any part of a uniform while off-duty for any activity not authorized by the Chief of Police.
- C. An incomplete uniform is not worn at any time, nor will any item of a uniform be worn at any time except as a part of a complete uniform.
- D. All officers will possess and maintain in good order at least one (1) complete regulation uniform.
- E. Uniformed officers shall wear the appropriate insignia of rank as prescribed in this procedure affixed to all uniform shirts and jackets.
- F. Officers receiving Departmental awards may wear the commendation bar portions of the awards on the regulation uniform shirt. The awards are worn above the nameplate on the right side of the regulation uniform shirt. The number of awards worn is limited to six (6) awards.
- G. Officers wearing unit pins shall wear the unit pins only on the uniform shirt. The unit pins are worn above the nametag and any commendation bars on the right side of the uniform shirt.



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## *Procedure 310 – Uniforms and Dress Codes*

- H. The formal uniform, including the regulation hat, shall be worn by all officers to all formal police functions (i.e., funerals, Police Officer Memorial Day events, formal inspections, etc.) and when directed by the Chief of Police or the officer's Division Commander.
  - 1. Unless otherwise directed by the Fiesta Commander, officers working Fiesta Events will do so in Formal or Regulation Uniform.
- I. Members wearing uniform accessories which contain snaps (i.e., keepers, baton ring, flashlight ring, etc.) that are not plain black in color shall wear accessories with snaps in the following colors:
  - 1. Gold-colored snaps for supervisory officers; and
  - 2. Silver-colored snaps for non-supervisory officers.
- J. A unit specific uniform (i.e., K-9, Helicopter, Bike Patrol, etc.) is worn only during an officer's normal tour of duty.
- K. Members wearing a unit specific uniform shall wear the appropriate headgear in accordance with this procedure.
- L. Members wearing gloves shall wear plain black or navy blue gloves. Officers assigned to Bike Patrol may wear full or half finger gloves.
- M. Members wearing sunglasses shall not wear sunglasses with brightly-colored frames, straps, or lens coatings. Any dark-colored lens, with or without a silver-colored mirror coating, is acceptable.
- N. Periodic inspections are made in accordance with GM Procedure 315, *Line Inspections*, by supervisory officers to ensure subordinates are in compliance with this procedure.
- O. Any requested changes or additions to the uniform specifications are routed directly to the Labor Relations Committee for review. The Labor Relations Committee will review the request and make a recommendation to the Chief of Police for final approval or wear testing if required.
- P. Any Officer working in the right-of-way of a federal-aid highway must wear high-visibility clothing that meets the requirements of ANSI/ISEA 107: 2004 edition, class 2 or 3. The current issued Blauer 339P High-Visibility Yellow Vest meets these requirements.

### **.04 UNIFORM APPEARANCE**

- A. Members will wear neat and clean uniforms at all times. Uniforms will not have the appearance of being faded or have visible patches where repairs were made.
- B. Uniforms or accessories requiring repair are not worn, unless the repair is inconspicuous.
- C. Uniform Shirt
  - 1. The shirt is sized to present a neat appearance.
  - 2. All buttons on the shirt, except the collar button, must be buttoned at all times.
  - 3. Shirt sleeves are not rolled up or turned under.
  - 4. The mock turtleneck shirt, if worn, is worn only under the long sleeve regulation uniform shirt.
  - 5. Undergarments exposed at the neck shall be dark navy blue or black in color.





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## ***Procedure 310 – Uniforms and Dress Codes***

### **D. Uniform Trousers/Shorts**

1. Trousers are tailored and sized to present a neat appearance.
2. Trousers are no shorter than one (1) inch above the juncture of the heel-sole and the upper part of the shoe or boot. They do not extend lower than this same juncture.
3. When boots are worn with trousers, the trousers are worn outside the boot tops.
4. Officers assigned to motorcycle duty shall have the trousers tailored so the trouser legs fit inside the motorcycle boots.
5. Compression shorts worn with the bicycle uniform shall correspond in color to the bicycle shorts and shall not extend below the bottom of the uniform bicycle shorts.
6. During the period of April 1<sup>st</sup> through September 30<sup>th</sup>, with the approval of the Division Commander, officers may wear the authorized uniform shorts.

### **E. Uniform Headgear**

1. All uniform headgear is worn "straight-away." Headgear is not cocked forward, sideways, or backward on the head.
2. Officers assigned to motorcycle or bicycle duties, or officers authorized to wear the bicycle patrol duty uniform must wear the appropriate helmet securely fastened with a chinstrap.
3. Officers wearing the authorized uniform shorts choosing to wear headgear, wear only the authorized ball cap.

### **F. Uniform Leather Footwear and Accessories**

1. Leather footwear and accessories worn by uniformed officers shall be highly polished.
2. When low quarter style shoes are worn with the regulation trousers, dark navy blue or plain black socks shall be worn.
3. Officers wearing the bicycle patrol duty uniform or the approved regulation shorts shall wear plain, ankle high white, dark navy blue, or black socks.

### **G. Uniform Ties**

1. Captains and above shall wear a regulation tie with the long sleeve authorized uniform shirt for official functions, meetings with outside agencies or departments, or as directed by the Chief. If not directed or participating in the aforementioned functions, the wearing of the tie with the long sleeve authorized uniform shirt is optional.
2. The wearing of a tie with a long sleeve uniform shirt is optional for Lieutenants and below.

## **.05 PROPER WEARING OF UNIFORM ACCESSORIES**

### **A. Badges, Name Plates, Hat Pieces, and United States Flag Pins**



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## *Procedure 310 – Uniforms and Dress Codes*

1. A regulation metal or embroidered badge and nametag shall be worn with the regulation uniform. A United States Flag Pin may be worn with the complete uniform.
  - a. The badge is attached to the badge holder on the left breast of the outermost garment.
  - b. The nametag is worn centered one-fourth (1/4) inch above the right shirt pocket seam.
  - c. The hat piece is worn centered in the front of the regulation uniform hat.
  - d. If worn, the United States Flag Pin will be worn on the left epaulet of the uniform. The United States Flag Pin will be professionally displayed, will not be larger than 1" X 1" in size, and will not include any other images, opinions, descriptions, statements, or representations.
2. Mixing of metal or embroidered nametags, badges, or rank insignias is not permitted.

### B. Shoulder Patches

1. The shoulder patch is worn one-half (1/2) inch below the shoulder seam on each sleeve of all regulation uniform shirts and jackets.

### C. Regulation Metal Buttons

1. Regulation gold metal buttons shall be mandatory for all supervisors and are worn affixed to the shoulder epaulets, and pocket flaps of the regulation uniform and jackets.
2. Metal buttons are not authorized for Patrol Officers and Detective Investigators.

### D. Insignias of Rank and Service Bars

1. The insignia of rank for the Chief of Police, Assistant Chief, and Deputy Chief is worn one-half (1/2) inch from the front edge of each collar flap on the command or regulation uniform shirt and centered on the epaulets of the command or regulation uniform jacket.
2. The insignia of rank for a Captain is worn one-half (1/2) inch from and parallel to the front edge of each collar flap on the command or regulation uniform shirt and centered on the epaulets of the command or regulation uniform jacket.
3. The insignia of rank for a Lieutenant is worn one-half (1/2) inch from and parallel to the front edge of each collar flap on the uniform shirt and centered on the epaulets of the uniform jacket.
4. The insignia of rank for a Sergeant and Detective Investigator is worn one-half (1/2) inch below each shoulder patch on the uniform shirt and uniform jacket.
5. Service bars may be worn on the long sleeve regulation uniform shirt:
  - a. Each bar denotes five (5) years of service;
  - b. Bars are sewn on the left sleeve two (2) inches from the edge of the inner cuff;
  - c. Bars are approximately two (2) inches in length and diagonally forward; and
  - d. Bars are gold with dark navy border for supervisors, bright silver with dark navy border for non-supervisory officers.



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## *Procedure 310 – Uniforms and Dress Codes*

### E. Equipment Belt and Accessories

1. The equipment belt is worn in a position over and concealing the trouser inner belt. Buckles are not worn on the equipment belt.
2. A minimum of three (3) belt keepers are worn with the equipment belt.
  - a. Two (2) keepers are worn on the back of the equipment belt, one (1) on each side of the spinal column.
  - b. A minimum of one (1) keeper is worn on the front of the equipment belt where it provides the best support.
3. The following accessories shall be worn on the equipment belt:
  - a. A holster centered over the outside seam of the trouser leg;
  - b. A magazine holder worn opposite from the side of the holster;
  - c. A handcuff case, with handcuffs, positioned over a rear trouser pocket; and
  - d. An issued radio carrier (as applicable) is worn on the opposite side from the holster.
  - e. All officers, when in uniform, shall carry at least one (1) approved intermediate weapon in compliance with GM Procedure 309, *Weapons* (i.e., baton, expandable baton, Electronic Control Device (ECD), or oleoresin capsicum (OC) spray/gel).
4. The following accessories may be worn on the equipment belt:
  - a. A second handcuff case worn in back opposite from the required handcuff case;
  - b. A baton ring/or approved expandable baton holster;
  - c. A flashlight ring or carrier;
  - d. A mobile phone case;
  - e. A key holder/flap; and
  - f. A knife case.
5. Lieutenants and above may choose to wear a garrison belt (1 ¾" to 2" plain black leather belt with buckle) with an approved handgun and holster, handcuffs and extra magazine, while in regulation uniform.
  - a. Lieutenants and above may choose to wear the Command Uniform Shirt (white) while in regulation uniform.
  - b. While conducting field/patrol operations Lieutenants and above must wear the complete REGULATION UNIFORM, as per *Procedure 310 – Uniforms and Dress Codes*, and *Section .05, E., 1. Through 4* of this procedure.

### **.06 UNIFORM SPECIFICATIONS** (See *Uniforms and Dress Codes Appendix*)



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## *Procedure 310 – Uniforms and Dress Codes*

### **.07 BODY ARMOR - ISSUANCE AND REPLACEMENT**

- A. All officers, regardless of the type of clothes worn, are encouraged to wear issued body armor.
- B. Probationary Police Officers are issued body armor in accordance with the current Collective Bargaining Agreement.
- C. Officers may request the issuance or replacement of Department-issued body armor, provided:
  - 1. They have never been issued body armor;
  - 2. Their current body armor is damaged; or
  - 3. Their current body armor is five (5) years old or older.
- D. Officers requesting new body armor shall submit a written report, along with their current issue of body armor, if applicable, to their Section and Division Commanders for inspection and written approval to order new body armor.
- E. Upon receipt of written approval by the Section and Division Commanders, officers shall take the approved report to the Department armorer. The armorer shall:
  - 1. Verify the date of issuance of the officer's current body armor, if age is the reason for requesting new body armor;
  - 2. Instruct the officer where to go to be fitted for new body armor; and
  - 3. Notify the officer when the new body armor has been delivered.
- F. Officers will return old issued body armor to the Armory and Supply Office when picking up new body armor.
- G. Optional External Body Armor Carrier is composed of uniform material that can be worn directly over a uniform or approved polo style shirt.
  - 1. The optional polo style shirt is not approved to wear without the body armor carrier in place. These uniform items will not be issued by the department and must be purchased by the officer.
  - 2. Department patches and rank insignia on the polo style shirts are mandatory; however, the name and badge will not be authorized on the polo. The name and badge will be displayed on the body armor carrier.
- H. Optional Rifle Rated External Body Armor Carrier is of similar color to that of the duty uniform and is to be worn directly over the approved uniform.
  - 1. Rifle Rated External Body Armor Carrier is authorized for wear at officer discretion when the officer is or may be confronting suspects that are armed with rifles, shotguns or active shooter events.
  - 2. The wearing of rifle rated plate carriers shall be limited and are not to be worn except as described above.
  - 3. The Rifle Rated External Body Armor shall be marked in the following fashion.

Front:	Agency Identification Patch (Minimum 3 inch) Badge Patch Name Tab (Minimum 3/8 inch lettering)
Back	“POLICE” Patch (Minimum 3 inch)



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## *Procedure 310 – Uniforms and Dress Codes*

### **.08 REIMBURSEMENTS FOR DAMAGED, DESTROYED, OR LOST UNIFORM OR ACCESSORY ITEMS**

- A. The Department reimburses officers for uniforms or accessories destroyed, damaged, or lost in the line of duty in accordance with the current Collective Bargaining Agreement (CBA).
- B. Officers assigned to plainclothes duty may be reimbursed for repairs or replacement of clothing damaged in line of duty incidents.
- C. Officers requesting reimbursement for destroyed, damaged or lost uniforms, accessories, or plainclothes must:
  - 1. Submit a request for reimbursement on an Incident Report Form 65, *Interoffice Memo* together with a copy of the report on the police incident where the item was destroyed, damaged, or lost to his Division Commander through his chain of command. Damaged items shall be submitted along with reports to the Division Commander.
  - 2. The request must be made within thirty (30) days from the date of the incident or from the date the officer returns to duty, if the officer is on injury leave.
- D. The Division Commander, upon inspection of the damaged item, determines the dollar amount to be reimbursed or the replacement cost of a lost item in accordance with the schedule on file in the Accounting and Personnel Office. If any reimbursement is warranted, the Division Commander has a request for payment form or petty cash voucher, depending on the amount of reimbursement, prepared and signed.
- E. If reimbursement is approved by the Division Commander, the officer, after replacing the destroyed, damaged, or lost item, submits the signed request for payment form or petty cash voucher with the receipt of purchase to the Accounting and Personnel Office for reimbursement.

### **.09 DRESS CODES FOR OFFICERS IN PLAINCLOTHES ASSIGNMENTS AND CIVILIAN MEMBERS**

- A. Members may wear a United States Flag Pin with business apparel or casual apparel. The United States Flag Pin will be worn on the left lapel of the coat or jacket. The United States Flag Pin will be professionally displayed, will not be larger than 1" X 1" in size, and will not include any other images, opinions, depictions, statements, or representations.
- B. Business/Relaxed Dress Code
  - 1. Members, both sworn and non-sworn, performing duties such as investigative assignments and duties involving any contact with the general public shall report for duty in conservative business/relaxed apparel appropriate to an office setting. (Please reference GM Procedure 311, *Court Appearances* for court dress requirements)
  - 2. Business/relaxed apparel for male members shall consist of the following:
    - a. Business suit, sport coat and slacks, or the approved long/short sleeve shirts/pullovers with a collar (please reference Appendix).
    - b. Long or short sleeve dress shirt with a tie.
    - c. Belts without metal studs, excessive stitching, or other adornments. Belt buckles shall be in proportion with the width of the belt.
    - d. Footwear will be polished dress shoes or boots worn with socks. Dress boots shall not have metal tips or stitching of an unusual design on the toe.



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## *Procedure 310 – Uniforms and Dress Codes*

e. Hats without ornamental accessories may be worn.

3. Business/relaxed apparel for female members shall consist of the following:

- a. Dresses, suits, skirts, or tailored loose fitting slacks with dress shirts or blouses or the approved long/short sleeve shirts/pullovers with a collar (please reference Appendix). Dresses and skirts will be no shorter than two (2) inches above the knee.
- b. Footwear will be dress heels, flats, or boots. Dress boots shall not have metal tips or excessive stitching on the toe.

### C. Casual Dress Code

1. Members, sworn and non-sworn, assigned to office duties that do not involve any contact with the general public, may report for duty in casual apparel instead of business/relaxed apparel, to include maternity wear (as appropriate).
2. Casual apparel for male members shall consist of the following:
  - a. Casual slacks or jeans (with the Division Commander's approval); and
  - b. Long or short sleeve shirts/pullovers with a collar.
3. Casual apparel for female members shall consist of the following:
  - a. Casual dresses, skirts, slacks, or jeans (with Division Commander approval); and
  - b. Long or short sleeve shirts, blouses, or pullovers with a collar.

### D. Field Dress Code

1. Field apparel, determined by Unit Directors, may consist of any and all clothing necessary to perform any of the below listed job functions.
2. Members assigned to field duties are authorized to wear field apparel. Field duties include, but are not limited to, duties in any of the following job functions:
  - a. Maintenance or inspection of equipment;
  - b. Surveillance;
  - c. Execution of arrest or search warrants;
  - d. Duties involving strong physical exertion or activities; and
  - e. Any undercover assignment.
4. Raid Jackets and Raid Body Armor shall be marked as follows:

Front:	Agency Identification Patch (Minimum 3 inch) Badge Patch Name Tab (Minimum 3/8 inch lettering)
Back	“POLICE” Patch (Minimum 3 inch)



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## *Procedure 310 – Uniforms and Dress Codes*

### **.10 AUTHORIZED ACCESSORIES FOR PLAINCLOTHES ASSIGNMENTS AND OFF-DUTY**

- A. When carrying a firearm, officers in plainclothes assignments and off-duty Officers, shall carry their approved firearms in holsters that meet the following specifications:
  - 1. Designed for the make and model of the firearm;
  - 2. Secures the firearm; and
  - 3. Allows the firearm to be readily available.
- B. Officers choosing to carry their firearms in containers other than a holster shall do so in accordance with GM Procedure 309, *Weapons*.
- C. Officers in plainclothes assignments shall carry extra authorized ammunition, in accordance with GM Procedure 309, in magazine holders that are designed for the make and model of the magazine.

### **.11 PERSONAL GROOMING**

- A. Male Officers
  - 1. The face is kept clean of facial hair, except that a neat, evenly trimmed mustache is permissible. No portion of the mustache extends below or more than one-fourth (1/4) inch beyond the line of the individual's upper lip. Mustaches are not waxed or twisted.
  - 2. Sideburns are neatly trimmed and straight. They do not extend past the lower edge of the ear, nor are they wider at the lower edge or conspicuous in shape.
  - 3. Hair Regulations:
    - a. Hair is worn neatly trimmed.
    - b. Hair is clipped on the sides and back to present an evenly tapered appearance.
    - c. Hair is not overly long or brushed in such a manner that it interferes with the wearing of the prescribed headgear.
    - d. Hair does not touch the shirt collar, except for the close-cut hair on the back of the neck.
    - e. Hair may touch the back of the ear, but not extend over the edge of the ear.
    - f. Hair does not extend below the prescribed headgear "headband" on the forehead.
    - g. Hair ornaments are not acceptable.
    - h. Hair is not dyed an abnormal color or multi-colored.
    - i. Hair is not worn in unusual styles that might detract from the professional appearance of the uniform.





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### B. Female Officers

1. Facial and eye make-up is conservative, neatly and thinly applied, and harmonizes with hair color and the color of the uniform or plainclothes worn.
2. Hair Regulations: “Pony-tail” hairstyle is an option. Female officers opting for this type of hairstyle must comply with the following:
  - a. Hair is not overly long or brushed in such a manner that it interferes with the wearing of the prescribed headgear.
  - b. Hair does not extend below the prescribed headgear "headband" on the forehead.
  - c. Hair does not extend more than three (3) inches below the top of collar of the regulation uniform shirt.
  - d. Hair is not dyed an abnormal color or multi-colored.
  - e. Hair must be pulled away from the front of the face, and hair must be either secured naturally or with an approved ornament.
  - f. Hair ornaments which are black, dark navy blue, or tortoise shell in color with no designs or attachments may be worn (similarly colored “scrunchy” type or related elastic hair ties are permissible provided that they are thin in size and shape and worn in professional manner).
  - g. Pigtailed large bouffant hairstyles, and ribbons, are prohibited.

### C. Body Modification (Effective November 01, 2014)

1. Tattoos, unauthorized body piercings, intentional scarring/intentional mutilation (a deliberate, intentional injury to one’s own body that causes tissue damage or leaves marks for more than a few minutes), and brandings are prohibited from being displayed while working or representing the Department in any capacity.
2. Sworn and civilian employees with an existing visible tattoo, brand, or intentional scarring/mutilation, in uniform and non-uniform assignments, are prohibited from displaying any tattoo, brand unauthorized body piercing, or intentional scarring/mutilation while on duty, working off-duty in a law enforcement capacity, or while representing the Department in any other manner.
  - a. Members shall have the following options:
    1. Regardless of type, no body modification shall be visible from the crease of the arm at the elbow, extending down to full length of the fingers;
    2. If the tattoo is on the leg(s), the employee will wear authorized full-length uniform or civilian attire pants, slacks, skirt, or dress in compliance with approved dress code standards;
    3. Cover the surface of visible tattoos on the arm(s) with a plain skin-toned (matches skin tone of the employee) bandage/patch not to exceed 4”x6” (No more than one bandage/patch may be worn on a single arm);



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4. While wearing the short sleeve uniform shirt, a black or uniform colored compression long sleeve shirt (e.g. Under Armour, Nike, PBX Pro, etc.) may be worn only for the purpose of covering up any body modifications.
  - a. The compression long sleeve shirt cannot have any visible insignia (i.e. logo, brand name, or trademark showing) and must be worn as a complete shirt (e.g. both sleeves).
5. Any tattoos that are on the hands (to include fingers and thumbs), anywhere on the neck, or anywhere on the head cannot be visible and must be covered completely with a skin-toned bandage/patch.
6. Options 1 through 5 are available only for the exclusive purpose of covering body modifications.
  - b. Officers serving in undercover assignments may display body modifications when authorized in writing by their Division Commander. Upon returning to uniform duty, members must comply with this procedure.

### D. Jewelry

1. Wristwatches may be worn by all officers.
  2. Rings may be worn, but only one (1) ring on each hand is permitted. A wedding set is considered one (1) ring.
  3. Earrings may be worn only by female officers, except as noted in subsection 4 below. Earrings shall be navy blue, silver/gold-colored, or diamond stud type or one-half (1/2) inch single style loop earrings with a breakaway clasp. No more than one (1) pair of earrings may be worn.
  4. Earrings may be worn by male officers who are in undercover assignments.
  5. Medical alert bracelets may be worn.
  6. Except for wristwatches, rings, earrings, medical alert bracelets, and necklaces or tie tacks (worn by plainclothes officers and civilian members only), no other decorative jewelry that is visible is permitted.
- E. Officers in undercover assignments and officers that have prior written permission from their Division Commanders may deviate or be exempt from the above personal grooming regulations.
- F. Officers who are exempt from these grooming regulations are prohibited from wearing a regulation uniform until they comply with the preceding grooming regulations.

### **.12 RELIGIOUS EXEMPTIONS**

- A. Members who believe that for religious reasons they should be allowed to deviate from policy may request authorization from the Chief of Police, or his/her designee, for exemptions to the SAPD uniforms and dress codes procedure in order to wear articles of faith while on-duty or observe religious grooming customs.
1. Such request shall be in writing and shall include the employee's name, present assignment, and the reason why an accommodation is being requested.



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 310 – Uniforms and Dress Codes***

- B. The Chief of Police, or his/her designee, shall make a determination regarding all requests for religious exemptions to SAPD's uniforms and dress codes procedure on a case-by-case basis, taking into account any potential safety issues and/or operational concerns that the article(s) of faith or religious grooming custom may present to the member or to the public.
- C. If the employee is not satisfied with the ruling by the Chief of Police or his/her designee, the employee may request a meeting with the Chief of Police or his/her designee to personally present his/her reason for the request for accommodation or objections to the specific nature of the approval or denial.
- D. Members who are approved to wear an article of faith in addition to or in place of the uniform required by SAPD procedure shall bear all costs associated with procuring and maintaining their article of faith.
- E. Articles of faith that are approved by the Chief of Police are outlined in Attachment A of this order.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 310 – Uniforms and Dress Codes

### COMMAND UNIFORM

Command Uniform Shirt		Command Uniform Trouser		Command Uniform Tie	
Manufacturer	Blauer	Manufacturer	Blauer	Manufacturer	Samuel Broome
Style #	8431 (Long Sleeve)	Style #	8560 (4 Pocket Trouser)	Style #	45140 four in hand
Color	White	Color	Dark Navy	Color	Dark Navy
Fabric	65% Cotton/35% Polyester			Size	20" long, 3.5. wide
Design	Lay down style collar				
	Clear plastic buttons				
	Open style breast pocket				
Regulation Patches are worn on each sleeve, ¼ inch below shoulder seam					
Command Uniform Jacket		Command Uniform Hat		Command Uniform Footwear	
Manufacturer	Robair	Manufacturer	Keystone uniform Cap Co.	The Command Uniform footwear consists of the same specifications as the Regulation Uniform footwear established in this appendix	
Style #	NI069 SAPD	Style #	R13PD		
Color	Dark Navy	Color	Dark Navy	Command Uniform Belt	
Fabric	75% Polyester / 25% wool	Fabric	100% Polyester navy serge	The Command Uniform belt consists of the same specifications as the Regulation Uniform belt established in this appendix	
Design	"Suit" coat style	Customization Hat			
	Lay down style collar	CHIEF HAT			
	Lined collar	Style #	R13PD		
	Two (2) pleated breast patch pockets	Visor Design	Gold Colored oak leaves on visor		
	Four (4) lined scalloped pocket flaps	DEPUTY CHIEF HAT			
Add-On Items	Patch type pockets with reinforced eyelets	Style	R13PDCC		
	Two (2) bottom front "Suit" style pockets	Visor Design	NYPD Permagold Visor		
	Shoulder straps,(Epaulets), in French blue color	ASSISTANT CHIEF HAT			
	Six (6) gold colored metal buttons sewn jacket. One (1) on each epaulet and one (1) on each pocket flap, a total of four (4) pockets.	Style	R13RDAC		
	Single centered vent on rear of coat	Visor Design	Navy Permagold Visor		
	Badge holder, reinforced from the left shoulder				
	Regulation uniform patches are worn on each sleeve, ¼ inch below the shoulder seam				



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## Procedure 310 – Uniforms and Dress Codes

### FORMAL UNIFORM

Formal Uniform Shirt		Formal Uniform Trousers		Formal Uniform Tie	
Manufacturer	Blauer Poly/Wool	Manufacturer	Blauer Poly/Wool	Manufacturer	Blauer
Style #	8900 (Long Sleeve)	Style #	8560 (4 Pocket Trousers)	Style #	10129
				Style #	10063
				Color	Dark Navy
Badge		SAPD Patches (Shoulders)		Nametag	
Department issued from Accounting and Personnel Office.		Manufacturer	Premier Emblem, Inc.	Manufacturer	Officer's Option
		Model	X69061	Style #	Chrome metal with block letters
		Color	Midnight navy twill E935 with gold thread 525.	Style #	Gold w/Black lettering (Supervisors) Silver w/Black lettering (Non-supervisors)
		Size	4' X 4-5/8"	Size	½ X 3 to 4 inches
Uniform Hat		Uniform Jacket		Uniform Rainwear	
Manufacturer	Keystone Uniform Hat	Manufacturer	Blauer	Manufacturer	Blauer
Models	Key-L9APM (solid fabric top cover with mesh sides)	Style #	6120 Bomber Style (Lightweight)	Style #	26990 (Full-Length Reversible Coat – 49" long)
	Key-L9AAM (all mesh top)	Style #	9810Z Cruiser Jacket (B Dry fabric)	Style #	26991 (Coat-Length Reversible Coat – 32" long)
	Key-R13PM (solid fabric top cover with mesh – pin down version)	Style #	9910Z Cruiser Jacket (Crosstech fabric)	Color	Black Reversing to Hi-Visibility Yellow
	Key-R13AM (all mesh top cover – pin down version)	Style #	9915Z Ike Length Jacket (Crosstech fabric )	Style #	9690 (Full-Length CROSSTECH Reversible Coat)
Color of Cover	Dark Navy	Style #	9970-2 Supershell Jacket (Crosstech fabric)	Style #	9691 (Coat-Length CROSSTECH Reversible Coat)
Color of Strap	Gold – Supervisor	Color	Dark Navy	Style #	9300Z (Jacket)
Color of Strap	Silver – Non-supervisors	Add-On Items	Reg. Shoulder Patches, Nametag, and Badge	Color	Black
Add-On Items	Uniform Hat Piece, Department issued	Manufacturer	Taylors Leathers	Style #	9334Z (Pants)
		Style #	Leather, black smooth grain finish with a removable liner	Color	Black
Equipment Belt		Magazine Holder		Handcuff Case	
Manufacturer	Safariland	Manufacturer	Safariland	Manufacturer	Officer's Option
Model	94P-2	Model	77-83-2	Model	Any black colored plain leather open top case or handcuff strap
Manufacturer	Uncle Mike's	Model #	777-83-2		
Model #	Ultra Duty Belt Mirage Plain, Black with Hook & Loop Lining (70761, 70771, 70781, 70791, 70801, 70811, 70821)	Manufacturer	Gould & Goodrich		
Manufacturer	Hero's Pride	Model #	630-3 Triple Magazine Pouch, Black, Plain		
Model #	1228PH Air Tek synthetic leather 2" duty belt with inner loop lining				



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## Procedure 310 – Uniforms and Dress Codes

### FORMAL UNIFORM (Cont'd)

Belt Keepers		Baton Ring/Carrier		Key Holder/Flap	
Manufacturer	Officer's Option	Manufacturer	Officer's Option	Manufacturer	Officer's Option
Model #	Any black colored plain leather	Model #	Any black colored plain leather	Model #	Any black colored plain leather
Holster		Flashlight Ring/Carrier		Knife Case	
Manufacturer	Safariland	Manufacturer	Officer's Option	Manufacturer	Officer's Option
Model #	Model 6360 ALS Duty Holster, STX black finish	Model #	Any black colored plain leather	Model #	Any black colored plain leather
Cell Phone Case		Oleoresin Capsicum (OC) Spray Canister Case		Metal Buttons	
Manufacturer	Officer's Option	<i>This case is a department-issued accessory and is obtained from the Armory and Supply Unit.</i>		Manufacturer	Waterbury Button Co.
Model #	Any black colored plain leather			Pattern	17448 Light Gold (Supervisors)
				Pattern	17448 Frost Silver (Non-supervisors)
				Pattern	17448 Matte Black (Patrol)
Rapid Containment Baton		Rapid Containment Baton Holster's			
Manufacturer	Peacekeeper Products International	Manufacturer	Peacekeeper Products International		
Model #	Electroless Nickel	Model #	Small plain secure-lock rotational holster, 21" & 24" baton (item # 930-SLP)		
	21" (item # 921N)		Large plain secure-lock rotational holster, 26" baton (item # 940-SLP)		
	24" (item # 924N)		Small plain leather holster, 21" & 24" baton (item # 931PLS)		
	26" (item # 926N)		Large plain leather holster, 26" baton (item #941PLS)		



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## Procedure 310 – Uniforms and Dress Codes

### REGULATION UNIFORM

Regulation Uniform Shirt		Regulation Uniform Trousers		Regulation Uniform Tie	
<i>Manufacturer</i>	Blauer Poly/Wool	<i>Manufacturer</i>	Blauer Poly/Wool	<i>Manufacturer</i>	Blauer
<i>Style #</i>	8460 (Short Sleeve)	<i>Style #</i>	8560 (4 Pocket Trouser)	<i>Style #</i>	10129
<i>Style #</i>	8450 (Long Sleeve)	<i>Style #</i>	8565 (6 Pocket Trouser)	<i>Style #</i>	10063
<i>Style #</i>	8446 (Short Sleeve Super Shirt)			<i>Color</i>	Dark Navy
<i>Style #</i>	8436 (Long Sleeve Super Shirt)				
<i>Manufacturer</i>	Flying Cross	<i>Manufacturer</i>	Flying Cross		
<i>Style #</i>	SR619 NAV (Short Sleeve)	<i>Style #</i>	TR677 NAV (Trouser)		
<i>Style #</i>	SR620 NAV (Long Sleeve)	<i>Style #</i>	TR927 NAV (Trouser w/Pockets)		
<i>Style #</i>	SH919 NAV (Stretch S/S)				
<i>Style #</i>	SH848 NAV (Stretch L/S)				
<i>Manufacturer</i>	Elbeco	<i>Manufacturer</i>	Elbeco		
<i>Style #</i>	SG909 NAV (Short Sleeve)	<i>Style #</i>	TR036 NAV (4 Pocket Trouser)		
<i>Style #</i>	SG908 NAV (Long Sleeve)	<i>Style #</i>	TR037 NAV (Cargo Pocket Trouser)		
		Uniform Shorts			
		<i>Manufacturer</i>	Blauer Poly/Wool		
		<i>Style #</i>	8940DN		
		<i>The Uniform Shorts may only be worn from April 1<sup>st</sup> through September 30<sup>th</sup> of each year</i>			
Badge		SAPD Patches (Shoulders)		Nametag	
<i>Department issued from Accounting and Personnel Office.</i>		<i>Manufacturer</i>	Premier Emblem, Inc.	<i>Manufacturer</i>	Officer's Option
		<i>Model</i>	X69061C	<i>Style #</i>	Chrome metal with block letters
		<i>Color</i>	Midnight navy twill E935 with gold thread 525.	<i>Style #</i>	Gold w/Black lettering (Supervisors)
		<i>Size</i>	4' X 4-5/8"	<i>Size</i>	½ X 3 to 4 inches
Optional Embroidered Badge				Optional Embroidered Nametag	
<i>Manufacturer</i>	Officer's Option			<i>Manufacturer</i>	Officer's Option
<i>Size</i>	3 ½" at longest point and 2 ½" at widest Font - Open Block, size .5"			<i>Style #</i>	Embroidered directly onto the uniform shirt or on a name strip made of 1" wide Blauer fabric to match the uniform.
<i>Color</i>	Patrol Officers and Detectives –Fairview Gray Supervisors – Pollen Gold			<i>Size</i>	3/8" high letters in open block print. First initial with full last name (middle initial optional).





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## Procedure 310 – Uniforms and Dress Codes

### REGULATION UNIFORM (Cont'd)

Uniform Footwear		Uniform Inner Belt		Uniform Ball Cap	
<i>Manufacturer</i>	Officer's Option	<i>Manufacturer</i>	Officer's Option	<i>Manufacturer</i>	Elbeco NANotek or Blauer
<i>Style #</i>	Any leather topped black-colored, plain, rounded toe shoe or boot, which can be highly polished	<i>Style #</i>	Any black plain leather or nylon belt.	<i>Style #</i>	ELB-CAP14 (Elbeco NANotek 8154X (Blauer Street Gear Cap with 3X Dry.
<i>Manufacturer</i>	Under Armour			<i>Add-On's</i>	SAPD Small Patch x93265a (2 5/8" x 3")
<i>Style #</i>	Valsetz RTS, black in color			<i>The Uniform Ball Cap may be worn while the officer is wearing the Regulation Uniform Shorts – The ball cap may not be worn with the Uniform Trousers.</i>	
<i>Manufacturer</i>	Keystone Uniform Cap	<i>Manufacturer</i>	Blauer	<i>Manufacturer</i>	Blauer
<i>Model #</i>	Key-L9APM (solid fabric top cover with mesh sides) Dark Navy	<i>Style #</i>	6120 Bomber Style (Lightweight)	<i>Style #</i>	26990 (Full-Length Reversible Coat – 49" long)
<i>Model #</i>	Key-L9AAM (all mesh top) Dark Navy	<i>Style #</i>	9810Z Cruiser Jacket (B Dry fabric)	<i>Style #</i>	26991 (Coat-Length Reversible Coat – 32" long)
<i>Model #</i>	Key-R13PM (solid fabric top cover with mesh – pin down version) Dark Navy	<i>Style #</i>	9910Z Cruiser Jacket (Crosstech fabric)	<i>Color</i>	Black Reversing to Hi-Visibility Yellow
<i>Model #</i>	Key-R13AM (all mesh top cover – pin down version) Dark Navy	<i>Style #</i>	9915Z Ike Length Jacket (Crosstech fabric)	<i>Style #</i>	9690 (Full-Length CROSSTECH Reversible Coat)
<i>Traffic</i>	Key-R13W (all vinyl top cover) White Key-L9APMW (solid fabric top with mesh sides) White	<i>Style #</i>	9970-2 Supershell Jacket (Crosstech fabric)	<i>Style #</i>	9691 (Coat-Length CROSSTECH Reversible Coat)
<i>Color of Strap</i>	Gold – Supervisor	<i>Color</i>	Dark Navy	<i>Style #</i>	9300Z (Jacket)
<i>Color of Strap</i>	Silver – Non-supervisors	<i>Add-On items</i>	Reg. Shoulder Patches, Nametag, and Badge	<i>Color</i>	Black
<i>Add-On item</i>	Uniform Hat Piece, Department issued	<i>Manufacturer</i>	Taylor's Leatherwear	<i>Style #</i>	9334Z (Pants)
<i>Add-on Item for Traffic Hats</i>	SAPD 3" X ¾" embroidered patch	<i>Model #</i>	Milwaukee #4450Z	<i>Color</i>	Black
		<i>Style</i>	Cowhide, Zip out Thinsulate Liner, Zipper and Snap Front Closure		
		<i>Manufacturer</i>	Taylor's Leatherwear		
		<i>Model</i>	Appalachian		
		<i>Style</i>	NOTE: Out of Production		
Uniform Sweater		Uniform Mock Turtleneck		Uniform Mock Turtleneck Bib	
<i>Manufacturer</i>	Blauer	<i>Manufacturer</i>	Blauer	<i>Manufacturer</i>	Blauer
<i>Style #</i>	205CXR	<i>Style #</i>	8110	<i>Style #</i>	8119
<i>Color</i>	Dark Navy	<i>Color</i>	Dark Navy	<i>Color</i>	Dark Navy
		Uniform Watch Cap (Beanie)			
		<i>Manufacturer</i>	Officer's Option		
		<i>Style #</i>			
		<i>Color</i>	Dark Navy w/Department hat piece emblem		



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## Procedure 310 – Uniforms and Dress Codes

			embroidered in Silver or Gold.		
<i>1. Name tag and badge affixed in appropriate space.</i>					
<i>2. Rank insignia, if applicable, is worn centered on each shoulder, ½" from the sleeve seam.</i>					
<i>3. Worn over the long sleeve Regulation uniform Shirt, mock Turtleneck, or Mock Turtleneck Bib only.</i>					
<i>4. Sweater is tucked in the officer's trousers.</i>					
<i>5. Not worn with the Uniform Shorts.</i>					
<i>6. Only permitted from October 1<sup>st</sup> through March 31<sup>st</sup> of each year.</i>					
Equipment Belt		Magazine Holder		Handcuff Case	
Manufacturer	Safariland	Manufacturer	Safariland	Manufacturer	Officer's Option
Model #	94P-2	Model #	77-83-2	Model #	Any black colored plain leather open top case or handcuff strap
Manufacturer	Uncle Mike's	Model #	777-83-2		
Model #	Ultra Duty Belt Mirage Plain, Black with Hook & Loop Lining(70761, 70771, 70781, 70791, 70801, 70811, 70821)	Manufacturer	Gould & Goodrich		
Manufacturer	Hero's Pride	Model #	630-3 Triple Magazine Pouch, Black, Plain		
Model #	1228PH Air Tek synthetic leather 2" duty belt with inner loop lining				

Belt Keepers		Baton Ring/Carrier		Key Holder/Flap	
Manufacturer	Officer's Option	Manufacturer	Officer's Option	Manufacturer	Officer's Option
Model #	Any black colored plain leather	Model #	Any black colored plain leather	Model #	Any black colored plain leather
Holster		Flashlight Ring/Carrier		Knife Case	
Manufacturer	Safariland	Manufacturer	Officer's Option	Manufacturer	Officer's Option
Model #	Model 6360 ALS Duty Holster, STX black finish	Model #	Any black colored plain leather	Model #	Any black colored plain leather
Model #	6360-2193-131 Right Handed Light Mounted Kit				
Model #	6360-2192-132 Left Handed Light Mounted Kit				
Cell Phone Case		Oleoresin Capsicum (OC) Spray Canister Case		Metal Buttons	
Manufacturer	Officer's Option	<i>This case is a department-issued accessory and is obtained from the Armory and Supply Unit.</i>		Manufacturer	Waterbury Button Co.
Model #	Any black colored plain leather			Pattern	17448 Light Gold (Supervisors)
				Pattern	17448 Matte Black (Patrol)
Rapid Containment Baton		Rapid Containment Baton Holster's			
Manufacturer	Peacekeeper Products International	Manufacturer	Peacekeeper Products International		
Model #	Electroless Nickel	Model #	Small plain secure-lock		



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## *Procedure 310 – Uniforms and Dress Codes*

			rotational holster, 21" & 24" baton (item # 930-SLP)		
	21" (item # 921N)		Large plain secure-lock rotational holster, 26" baton (item # 940-SLP)		
	24" (item # 924N)		Small plain leather holster, 21" & 24" baton (item # 931PLS)		
	26" (item # 926N)		Large plain leather holster, 26" baton (item #941PLS)		
<b>External Body Armor Carrier Vest/Street Shirt</b>					
<b>Manufacturer</b>	Blauer	<b>Manufacturer</b>	Elbeco	<b>Manufacturer</b>	Blauer
<b>Model</b>	8470	<b>Model</b>	V1320	<b>Model</b>	8471 Long Sleeve 8472 Short Sleeve
	Armorskin External Body Armor Vest  Dark Navy		TexTrop External Vest Carrier  Dark Navy		Wool Blend Street Shirt.  Dark Navy  May be worn under external body armor vest. Vest must be worn at all times when wearing the polo style shirt.
<b>External Rifle Rated Body Armor Carrier</b>					
<b>Manufacturer</b>	Officer's Option				
<b>Model</b>	Officer's Option				
	Any black or dark navy colored  Carrier to be marked with 4 patches: Agency Identification, Name, Badge, "Police"				



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## Procedure 310 – Uniforms and Dress Codes

### RELAXED APPAREL

Polo Shirts		Port Authority "Easy Care" Shirt		Pants	
Manufacturer	5.11 Tactical	Model	S508 (men's short sleeve)	Style #	Dress slacks
Model	41060 (short sleeve)	Model	L508 (women's short sleeve)		
Model	42056 (long sleeve)	Model	S608 (men's long sleeve)	<b>Badge</b> <i>Department issued from Accounting and Personnel Office.</i> <i>The issued metal badge shall be prominently displayed on the member's belt affixed to a badge holder or on a lanyard worn around the neck when wearing the Polo Easy care shirt.</i>	
Manufacturer	Blauer	Model	L608 (women's long sleeve)		
Model	8131-1	Color	Burgundy/Light Stone		
Color	Navy, Royal, Red, Gray, Black, White, and Tan.	Color	Light Stone/Classic Navy		
Manufacturer	Port Authority	Color	Navy/Light Stone		
Style #	K416 or K417	<i>Port Authority "Easy Care" shirts shall have the "Alamo" logo in gold embroidery on the left front side of the shirt with the "San Antonio Police" embroidered above the logo with the option of their Unit/Detail embroidered underneath the logo. Members shall have their name and/or rank embroidered on the right side of the front of the shirt.</i>			
Color	K416 - Blue/Blue K417 - Steele Grey/Black				
<i>Polo Shirts shall have the small SAPD patch on the left front side of the shirt with the member's full name (or first initial, last name and/or rank embroidered (in white or dark navy block ½" letters) on the opposite side.</i>					

### DOWNTOWN BIKE UNIT/FOOT PATROL UNIFORM

Bike Uniform Shirt		Bike Uniform Shorts		Bike Uniform Pants	
Manufacturer	Olympic	Manufacturer	Olympic	Manufacturer	Olympic
Style #	CBP515-Short Sleeve	Style #	MAX 575	Style #	OCP588
	All New York Blue Color Block Polo		All New York Blue Coolmax Stretch Shorts		NY Blue
	9910 ½ inch reflective tape on sleeves and back		Zipper Closing Pockets Regular Belt Loops 6.5 or 8 inch Inseam	Manufacturer	Olympic
	POLICE in 2 inch reflective lettering on front right POLICE in 3 inch reflective lettering in back	Manufacturer	Olympic	Style #	EXTL11-Lightweight EXTW22-Waterproof
Manufacturer	Olympic	Style #	ULT 189	Manufacturer	NY Blue
Style #	CBP599-Long Sleeve		All New York Blue Extreme Ultra Flex Shorts	Style #	Olympic
	All New York Blue Color Block Polo		Zipper Closing Pockets Regular Belt Loops 6.5 or 8 inch Inseam	Style #	ZLP596 – Zip Off Leg Pants
	9910 ½ inch reflective tape on back only	Manufacturer	Bratwear		NY Blue
	POLICE in 2 inch reflective lettering on front right POLICE in 3 inch reflective lettering in back	Style #	SHO-K/Knit SHO-SW/Stretch Woven	Manufacturer	Bratwear
		Color	Dark Navy	Style #	P-SCM2LT P-ZSCM2LT – Zip Off Legs
					Dark Navy
				Manufacturer	Bratwear
				Style #	P-SCM2 (Winter Weight)
					Dark Navy



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## Procedure 310 – Uniforms and Dress Codes

### DOWNTOWN BIKE UNIT/FOOT PATROL UNIFORM (Cont'd)

Embroidered Badge		SAPD Patch (Shoulders)		Nametag	
Badge #	½ Open block style	Manufacturer	Premier Emblem, Inc.	Style	Name Tape
Color	Silver	Model	X69061C	Style	Letters are open block style
Color		Color	Black twill E936 with gray 484 thread. Border Gray 484 thread.	Background	Black/Blue/Silver
Size	3 ½ X 2 ½	Size	4" X 4-5/8"		
Uniform Footwear		Uniform Inner Belt		Bicycle Helmet	
Manufacturer	Officer's Option	Manufacturer	Officer's Option	Issued by Bike Patrol Unit	
Style #	Any black-colored, plain, rounded toe shoe, boot, or tennis shoe	Style #	Any black plain leather or nylon belt.		
Manufacturer	Under Armour				
Style	Velsetz RTS				
Uniform Jacket (s)					
Manufacturer	Olympic	Manufacturer	Olympic	Manufacturer	Olympic
Style #	OEJ715W	Style #	OEJ715S	Style #	OOP567
	Water Proof Eisenhower Jacket with liner		Supplex Eisenhower Jacket with liner		S- Supplex W- Waterproof
Reflective Tape	9910 ½ inch reflective piping on front 9910 ½ inch reflective tape on back only		9910 ½ inch reflective piping on front 9910 ½ inch reflective tape on back only		9910 /1/2 inch reflective tape on front and back of jacket
	POLICE in 2 inch reflective lettering on front right POLICE in 3 inch reflective lettering in back		POLICE in 2 inch reflective lettering on front right POLICE in 3 inch reflective lettering in back		POLICE in 2 inch reflective lettering on front right POLICE in 3 inch reflective lettering in back
Manufacturer	Olympic			Flashlight Ring/Carrier	
Style #	OEJ715			Manufacturer	United Uniform
	Water Proof /Supplex Eisenhower Jacket with liner			Style #	676/677
Reflective Tape	9910 ½ inch reflective piping on front 9910 ½ inch reflective tape on back only			Style #	690/691 (Stretch)
	POLICE in 2 inch reflective lettering on front right POLICE in 3 inch reflective lettering in back			Style #	776/777 (Zip Off)
				Style #	790/791 (Stretch zip-off)
				Color	Navy



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## Procedure 310 – Uniforms and Dress Codes

### CRIME SCENE UNIT UNIFORM

Regulation Uniform Shirt		Current Regulation Jacket		Uniform Equipment Belt	
Manufacturer	Blauer	Current Regulation Rainwear		Manufacturer	Officer's Option
Style #	8460 (Short Sleeve) 8450 (long Sleeve)			Style	Any Plain, black leather
Polo	5.11	Regulation Trousers			Sworn Shall wear approved equipment belt with accessories.
		Manufacturer	Blauer Poly/Wool		
	SAPD Patch on the front left side of the shirt.	Style #	8560 (4 Pocket Trousers) 8565 (6 Pocket Trousers)		
White/Navy, ½" or 3/8" block letters.	Last name and/or rank embroidered on opposite side	Manufacturer	5.11 Poly/Cotton		
		Style #	74273 - 5.11 TacLite Men's 64360 - 5.11 TacLite Women's		
Regulation Footwear		Headgear		Appropriate Unit Patches	
Manufacturer	Officer's Option	Regulation	Utility Cap		
Style	Any black-colored, plain, rounded toe shoe or boot				
Manufacturer	Under Armour				
Style	Valsetz RTS, black in color				

### HELICOPTER UNIFORM

Flight Suit		Uniform Jacket		Uniform Equipment Belt	
Model	73WP	Manufacturer	Officer's Option	Manufacturer	Officer's Option
Style #	4.5 oz Nomex IIIa Fabric	Style	Black Leather	Style	Any Plain, black leather Shoulder Harness
Color	Royal Blue	Add-On items	SAPD Shoulder Patches	Add-On's	Holster and Magazine Clip
Add-Ons	SAPD Shoulder Patches				
	Eagle patch (Right Side)				
	Name tag (Velcro)				
Regulation Footwear		Headgear		Gloves	
Manufacturer	Officer's Option	Helmet	Issued by SAPD	Manufacturer	Nomex
Style	Any black-colored, plain, rounded toe shoe or boot		Utility Uniform Ball Cap	Style	Royal Blue
Manufacturer	Under Armour				
Style	Valsetz RTS, black in color				



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 310 – Uniforms and Dress Codes

### K-9 UNIFORM

Utility Uniform Shirt		Regulation Uniform Trousers		Utility Uniform Cap	
<i>Manufacturer</i>	Blauer	<i>Manufacturer</i>	Blauer Poly/Wool	<i>Regulation</i>	Utility Cap
<i>Style #</i>	8460 (Short Sleeve) 8450 (Long Sleeve)	<i>Style #</i>	8560 (4 Pocket Trouser) 8565 (6 Pocket Trouser)		
<i>Manufacturer</i>	5.11	<i>Manufacturer</i>	5.11		
<i>Style</i>	71001 (TDU Short Sleeve) 72002 (TDU Long Sleeve) 72054 (Taclite Long Sleeve)	<i>Style</i>	74002 (TDU Cargo Pants) 74280 (Taclite Cargo Pants)		
<i>Color</i>	Navy Blue	<i>Color</i>	Navy Blue		
Regulation Footwear		Regulation Uniform Jacket Regulation Uniform Rainwear		Appropriate Unit Patches Regulation Uniform Accessories	
<i>Manufacturer</i>	Officer's Option				
<i>Style</i>	Any black-colored, plain, rounded toe shoe or boot				
<i>Manufacturer</i>	Under Armour				
<i>Style</i>	Valsetz RTS, black in color				

### MOTORCYCLE UNIFORM

Regulation Uniform Shirt		Motorcycle Uniform Trousers		Motorcycle Helmet	
<i>Manufacturer</i>	Blauer Poly/Wool	<i>Manufacturer</i>	Gold Nugget Uniform Co.	<i>Issued by SAPD</i>	
<i>Style #</i>	8460 (Short Sleeve)	<i>Model</i>	Made by Milken – Fabric #7056		
	8450 (Long Sleeve)	<i>Color</i>	French Blue – Shade #0541		
<i>Add-On's</i>	Motorcycle Patches	<i>Style</i>	Leg's tailored to fit inside motorcycle boots		
Uniform Footwear (Motorcycle Boots)		Motorcycle Patches		Uniform Jacket	
<i>Manufacturer</i>	San Antonio Shoe Co. or Danner Shoe Co.	<i>Manufacturer</i>	Premier Emblem, Inc.	<i>Manufacturer</i>	Officer's Option
<i>Style</i>	Plain black boot with medium-rounded toe and walking heel. Boot tops extend to bend of leg below knee, which can be highly polished.	<i>Model</i>	5823 – Right Sleeve 5824 – Left Sleeve	<i>Style</i>	Black Leather
		<i>Placement</i>	One-Half (1/2) inch below and centered on each regulation shoulder patch.	<i>Add-On's</i>	Uniform Motorcycle Patches





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 310 – Uniforms and Dress Codes

### MOTORCYCLE UNIFORM (Cont'd)

Uniform Rainwear (any regulation rainwear or):		Regulation Uniform Accessories		Motorcycle Gloves	
Manufacturer	Blauer			Manufacturer	Officer's Option
Style #	26950 - Jacket			Style	Black Leather
	26951 - Pants				

### SWAT UNIFORM

(Including Bomb Squad & Hostage Negotiators)

Uniform Shirt		Uniform Trousers		Utility Uniform Cap	
Manufacturer	Flying Cross Uniform Co.	Manufacturer			
Style #	3485007486586 (Short Sleeve)	Style #			
	3485007436586 (Long Sleeve)	Color			
Color	Navy Blue	Style			
Manufacturer	5.11	Manufacturer	5.11		
Style	71001 (TDU Short Sleeve) 72002 (TDU Long Sleeve) 72054 (TacLite Long Sleeve)	Style	74002 (TDU Cargo Pants) 74280 (TacLite Cargo Pants)		
Color	Navy Blue	Color	Navy Blue		
Uniform Footwear		Regulation Uniform Jacket		Regulation Uniform Accessories	



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## Procedure 310 – Uniforms and Dress Codes



### HONOR GUARD UNIFORM

Honor Guard Shirt		Honor Guard Trousers		Honor Guard Tie/Ascot	
<i>Manufacturer</i>	Blauer	<i>Manufacturer</i>	Blauer	<i>White Ascot</i>	Officers and Detectives
<i>Style #</i>	8900-OG0611079	<i>Style #</i>	8950-OG0610956	<i>Gold Ascot</i>	Sergeants and Above
<i>Color</i>	Dark Blue	<i>Color</i>	Dark Blue with gold stripe on both pant leg seams	<b>Honor Guard Gloves</b>	
<i>Accouterments</i>				<i>All officers</i>	Plain white cotton gloves
<i>Badge</i>					
<i>Nametag</i>		<b>Honor Guard Uniform Hat</b>		<b>Honor Guard Footwear</b>	
<i>Honor Guard pin</i>	Silver for Officers and Detectives, Gold for Sergeants and Above	White "5 Star" Midway Cap Co.	Silver Brim for Officers and Detectives, Gold for Sergeants and Above	Black patent leather low quarter shoes. (Note: No boots or blousing of pants authorized.)	
<i>Police Buttons</i>	Silver for Officers and Detectives, Gold for Sergeants and Above				
<i>Honor Guard Patches</i>	One on each shoulder				
Honor Guard Equipment Belt		Honor Guard Magazine Holder		Honor Guard Handcuff Case	
<i>Manufacturer</i>	Premier	<i>Manufacturer</i>	Premier	<i>Manufacturer</i>	Premier
<i>Style #</i>	PL4011UC	<i>Style #</i>	PL77-83-2MB	<i>Style #</i>	PL9111UC
<i>Color</i>	White Leather	<i>Color</i>	Double Pouch Model	<i>Color</i>	Closed Case Model
<i>Honor Guard Holster</i>		<i>Color</i>	White Leather	<i>Color</i>	White Leather
Honor Guard Holster		Honor Guard Belt Keepers		Honor Guard Belt Keepers	
<i>Manufacturer</i>	Premier	<i>Manufacturer</i>	Premier	<i>Manufacturer</i>	Premier
<i>Style #</i>	PL8121-4	<i>Style #</i>	PL2211UC	<i>Style #</i>	PL2211UC
<i>Color</i>	White Leather	<i>Two (2)</i>	Double keepers	<i>Two (2)</i>	Single keepers
		<i>Color</i>	White Leather	<i>Color</i>	White Leather

### RANK INSIGNIAS

Chief of Police – Four (4) Metal Stars		Assistant Chief – Two (2) Metal Stars		Deputy Chief – One (1) Metal Star	
<i>Manufacturer</i>	Chief's Option	<i>Manufacturer</i>	Assistant Chief's Option	<i>Manufacturer</i>	Deputy Chief's Option
<i>Color</i>	Gold	<i>Color</i>	Gold	<i>Color</i>	Gold
<i>Size</i>	Small for uniform shirt, Large for uniform jacket	<i>Size</i>	Small for uniform shirt, Large for uniform jacket	<i>Size</i>	Small for uniform shirt, Large for uniform jacket
Captain		Lieutenant		Sergeant	
<i>Manufacturer</i>	Captain's Option	<i>Manufacturer</i>		<i>Manufacturer</i>	Premier Emblem Co.
<i>Color</i>	Gold	<i>Color</i>	Gold	<i>Color</i>	Gold
<i>Style #</i>	Small for uniform shirt – 3/4" X 1/4" Large for uniform jacket – 1" X 3/8"	<i>Size</i>	Small for uniform shirt – 3/4" X 1/4" Large for uniform jacket – 1" X 3/8"	<i>Size</i>	216
Detective					
<i>Manufacturer</i>	Premier Emblem Co.				
<i>Color</i>	Silver				
<i>Style #</i>	326				



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## Procedure 310 – Uniforms and Dress Codes

### APPROVED UNIT PINS

















Bicycle Patrol Pins		Honor Guard Pins		K-9 Pins	
<i>Manufacturer</i>	Empire Pewter	<i>Manufacturer</i>	Alamo City Gold and Silver, Inc.	<i>Manufacturer</i>	Stuart K-9 Products
<i>Style #</i>	BP-1 Silver (Non-Supervisory)	<i>Style #</i>	TX845 – Silver (Non-Supervisory)	<i>Style #</i>	ST4K-Small (Non-Supervisory)
<i>Style #</i>	BP-1 Gold (Supervisory Officers)		TX845 – Gold (Supervisory Officers)		ST4K-Small (Supervisory Officers)
Traffic Unit Pins		SWAT Pins		Negotiator Pins	
<i>Manufacturer</i>	Condor Creations	<i>Manufacturer</i>	Premier Emblem, Inc.	<i>Manufacturer</i>	Sun Badge Co.
<i>Style #</i>	R160-Silver (Non-Supervisory)	<i>Model</i>	PA10-40S-Silver (Non-Supervisory)	<i>Style</i>	SAPD Negotiator –Silver (Non-Supervisory)
<i>Style #</i>	R160-Gold (Supervisory)	<i>Model</i>	PA10-40G-Gold (Supervisory Officers)	<i>Style</i>	SAPD Negotiator –Gold (Supervisory Officers)
Tactical Medic EMT Pins					
<i>Manufacturer</i>	Premier Emblem				
<i>Style #</i>	P3017-Silver (Non-Supervisory)				
<i>Style #</i>	P3016-Gold (Supervisory)				



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## Procedure 310 – Uniforms and Dress Codes

AWARDS FOR HONOR		AWARDS FOR SERVICE		AWARDS FOR ACHIEVEMENT	
<b>Medal of Valor</b>		<b>Distinguished Service Award</b>		<b>Safe Driving Award</b>	
Manufacturer	Davis and Stanton	Manufacturer	Davis and Stanton	Manufacturer	Davis and Stanton
Style #	B201	Style #	D203	Style #	S118
					
	B201 - Medal of Valor		D203 - Civic Achievement		S118 - Safe Driver
<b>Meritorious Conduct</b>		<b>Officer of the Year Award</b>		<b>Years of Service License Award</b>	
Manufacturer	Davis and Stanton	Manufacturer	Davis and Stanton	Manufacturer	Davis and Stanton
Style #	F205	Model	I208	Style #	Q816
					
	F205 - Meritorious Conduct		I208 - Officer of the Year		Q816 - Years Service
<b>Lifesaving Award</b>		<b>Certificate of Merit Award</b>		<b>Instructors License Award</b>	
Manufacturer	Davis and Stanton	Manufacturer	Davis and Stanton	Manufacturer	Davis and Stanton
Style #	E104	Color	C202	Color	H407
					
	E104 - Life Saving		C202 - Certificate of Merit		H407 - Instructor
<b>Purple Heart</b>		<b>Community Service Award</b>		<b>Master peace Officer Certification Award</b>	
Manufacturer	Davis and Stanton	Manufacturer	Davis and Stanton	Manufacturer	Davis and Stanton
Style #	L111	Style #	D103	Style #	Q716
					
	L111 - Purple Heart		D103 - Community Service		Q716 - 30 Years Service
		<b>Customer Service Award</b>		<b>Advanced Peace Officer Certification Award</b>	
		Manufacturer	Davis and Stanton	Manufacturer	Davis and Stanton
		Model	J109	Style #	Q516
					
			J109 - Marksman		Q516 - 20 Years Service
		<b>Good Conduct Award</b>		<b>Intermediate Peace Officer Certification Award</b>	
		Manufacturer	Davis and Stanton	Manufacturer	Davis and Stanton
		Color	G106	Color	Q316
					
			G106 - Good Conduct		Q316 - 10 Years Service



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 310 – Uniforms and Dress Codes*

### MISCELLANEOUS

Radio Holder		Handgun Mounted Light Kit			
Manufacturer	Officer's Option	Manufacturer	ITI	Manufacturer	
Style #	Must be leather or imitation leather. Cannot be nylon.	Style #	M3	Style #	
		Manufacturer	Streamlight		
		Model #	TLR1 / HL		
		Manufacturer	Surefire		
		Model #	X200 & X300/U		



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 310 – Uniforms and Dress Codes* *Appendix B – Religious Exemptions*

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	March 19, 2018 NEW
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC, SSB	Number of Pages:	1
Forms Referenced in Procedure:		Related Procedures:	310

### **.01 INTRODUCTION**

The following religious exemptions to SAPD Uniform and Dress Code requirements have been approved by the Chief of Police, effective June 00, 2017. SAPD Officers must submit for approval SAPD Form ## - Request for an Accommodation to the Chief of Police prior to deviating from the established Uniform and Dress Code.

### **.02 SAPD MEMBERS OF THE SIKH FAITH**

#### **A. Religious Head Covers for Members of the Sikh Faith**

1. Members of the Sikh faith may wear a turban exclusively, at all times, unless otherwise directed or not permissible due to their assigned duty (e.g., when wearing duty specific equipment)

Note: In instances where a Sikh member is required to wear duty specific equipment, he may wear a smaller “under-turban” underneath the appropriate helmet.

2. Members who wear Sikh turbans shall ensure:
  - a. The turbans fit snugly on their head so that the top peak of the turban is facing in the front. The SAPD cap plate / badge, normally worn on the hat, shall be pinned to the Sikh turban, centered on the front of the turban.
  - b. The turbans are of the same color as the hat corresponding to SAPD uniform requirements.

#### **B. Articles of Faith for Sikh Members**

1. Members of the Sikh faith may wear a Kara (i.e., religious bracelet) as long as the Kara does not interfere with the ability of the member to perform his / her duties.
2. Members of the Sikh faith who carry a Kirpan (i.e., religious sword) shall ensure the Kirpan:
  - a. Is worn in a cloth holster (i.e., “Gatra”) under their uniform shirt.
  - b. Has a blade-length no longer than three (3) inches.
3. Due to safety concerns, Members of the Sikh Faith may be required to temporarily remove and secure certain articles of faith. For example, during physical training or when entering a detention or jail facility.

#### **C. Appearance Requirements for Members of the Sikh Faith**

1. Members of the Sikh Faith who wear a turban shall groom their hair on their head and tie it in a top-not / bun secured under their turban.
2. Male members of the Sikh faith shall:
  - a. Groom their beard in a neat and clean manner. The length of the beard shall not be longer than a half-inch in length or must be groomed so as to not extend below the front of the collar of their uniform shirt.
  - b. Groom their mustaches in a neat and clean manner.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 311 – Court Appearances*

Office with Primary Responsibility:	COP	Effective Date:	December 21, 2016
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, IDC, SSD	Number of Pages:	7
Forms Referenced in Procedure:	COSA Notice of Leave Form	Related Procedures:	908

### **.01 INTRODUCTION**

- A. This procedure establishes departmental policy regarding court and pre-trial conference attendance by members.
- B. This procedure also provides guidelines for the stand-by process, compensation for attending court, dress code requirements, and for court absences.

### **.02 ATTENDANCE REQUIREMENTS**

- A. Courts in this agency's jurisdiction utilize officers' written reports, sworn affidavits, or complaints at preliminary court proceedings and arraignments in lieu of an officer's presence.
- B. If members are needed to attend court, preliminary court proceedings, or pre-trial conferences, they are subpoenaed or notified by the Court Liaison Detail by computer-generated notice, fax notice, or telephone.
- C. Members subpoenaed or notified by the Court Liaison Detail to attend court or a pre-trial conference held in the Bexar County Courthouse or Justice Center shall check-in with the Court Liaison Detail prior to reporting to court or a pre-trial conference.
  - 1. Members attending all other courts sign in with the Court Bailiff.
  - 2. Officers provide verification of attendance in a court or pre-trial conference by submitting a completed court attendance card signed by Court Liaison Detail personnel. The Court Liaison Detail personnel shall write on the court attendance card, the date and time the officer attended the court or pre-trial conference, and the date and time the officer was dismissed. If the officer received a subpoena or other notice to appear, the subpoena or notice shall be attached to the court attendance card or overtime card.
  - 3. If an officer attends a court, a hearing, or a pre-trial conference at a location other than the Bexar County Courthouse, the Bexar County Justice Center, or the City's Municipal Court, the officer shall write a report and attach it to the overtime card along with the notice to appear indicating:
    - a. The name of the court or hearing attended;
    - b. The dates and times the officer appeared;
    - c. The reason for the officers attendance in the court or hearing; and
    - d. The name and phone number of a contact person from the court or hearing who can verify the officer's attendance.
- D. Off-duty members dismissed by a county or district court or after completing a pre-trial conference shall also check-out with the Court Liaison Detail.
- E. If a member is needed to testify in a proceeding, he is notified by Court Liaison Detail personnel his attendance is necessary. Members shall fully cooperate with the directions of the Court Liaison Detail.





# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 311 – Court Appearances***

- F. When a member is required to attend two different courts at the same time, he attends the higher court and notifies the lower court and/or Court Liaison Detail of his whereabouts. When a member is required to attend a court and a pre-trial conference at the same time, he attends court and notifies the Court Liaison Detail so the pre-trial conference can be rescheduled.
- G. Members do not testify in a civil proceeding unless they are properly subpoenaed by either the plaintiff or the defendant in the case. Immediately upon receiving a civil subpoena, members shall notify their chain of command and contact the Legal Advisor's Office to see if an attorney needs to review the civil case.

### ***.03 COURT LIAISON DETAIL***

- A. The Court Liaison Detail, located in the Bexar County Criminal Justice Center, is manned by members of the San Antonio Police Department.
- B. The Court Liaison Detail is open from 0745 hours to 1630 hours, Monday through Friday.
- C. The Court Liaison Detail supplies officers with court attendance cards and information regarding the status, progress, or disposition of a case in their respective court. Officers should contact the Court Liaison Detail whenever any court-related question or problem arises.

### ***.04 SUBPOENA PROCESS - DISTRICT and COUNTY COURTS***

- A. Most subpoenas for members are issued by District and Bexar County Courts are received in the Court Liaison Detail, where they are directed to the respective member's unit of assignment.
- B. All units maintain a subpoena log, which members check upon reporting for duty to determine if they have any subpoenas. Members shall accept and sign for their subpoenas in the subpoena log and make the necessary return immediately upon receipt of a subpoena.
- C. Subpoenas issued less than six (6) days prior to the court date may be delivered by Bexar County deputy sheriffs, Bexar County District Attorney's Office investigators, or Court Liaison Detail personnel. Members shall cooperate with the deputies, investigators, and Court Liaison Detail personnel serving subpoenas for the District and County Courts.
- D. When a subpoena is issued for a date on which a member will be on vacation, the subpoena is immediately returned to the Court Liaison Office with notification the member is on vacation, with the beginning and ending dates of vacation.
- E. Once a member has received a subpoena, he shall not schedule any type of leave for the date and time of the stand-by period. If Court Liaison personnel or a judge verbally contacts a member and places them on stand-by or advises them they are to appear in a court on a specific date and time, the member may not schedule leave for the specified date and time. A supervisor reviews the subpoena log prior to authorizing leave for members to ensure the member has no subpoenas during the period of the requested leave.

### ***.05 NOTIFICATION PROCESS - BY COURT LIAISON DETAIL***

- A. The District Attorney's Office or a judge may notify the Court Liaison Detail when a member is needed to testify in court or attend a pre-trial conference. This notification may or may not be associated with a prior issued subpoena.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 311 – Court Appearances*

- B. When the Court Liaison Detail is notified by the District Attorney's Office or a judge that a member is needed in court or at a pre-trial conference, the Court Liaison Detail will notify the member by telephone, fax notice, or computer-generated notice. When members receive this notification, they will obey the notification in the same manner as they would a subpoena.
- C. Computer generated or fax notices are sent to the member's unit of assignment to be logged in the unit subpoena log by a supervisory officer.
- D. Members shall confirm receipt of the computer-generated or fax notices with the Court Liaison Detail. Confirmation of receipt of the computer-generated or fax notices may be made after normal business hours by leaving a message on the Court Liaison Detail answering machine or by sending a Mobile Data Computer (MDC) message directed to "CCL."
- E. Once a member has received notification from the Court Liaison Detail that he is needed in court or at a pre-trial conference, he shall not schedule any type of leave which will conflict with the court or pre-trial conference. A supervisor reviews the subpoena log prior to authorizing leave for a member to ensure the member has no notifications for the period of the requested leave.

### ***.06 DISTRICT and COUNTY COURT STAND-BY PROCEDURES***

- A. Officers may be placed on stand-by only through a subpoena issued by the State, an order from a judge, notification from the District Attorney's Office, or by notification from the Court Liaison Detail.
  - 1. When a judge places an officer on stand-by, the officer shall contact the Court Liaison Detail so the stand-by can be recorded, the stand-by hours verified, and the stand-by coordinated.
  - 2. When a prosecutor or defense attorney attempts to place a member on stand-by, the member shall notify the Court Liaison Detail and refer the prosecutor or defense attorney to do the same.
- B. Members receiving criminal subpoenas for district or county courts are automatically placed on stand-by unless the subpoena or notice is stamped or states "No Stand-by" or the criminal subpoena is issued for the defense. If a member receives a reset notice, this only advises the member the case is being reset. A reset notice is not a subpoena and does not require the member to be on stand-by.
- C. The stand-by hour for all district and county courts is 1000 to 1100 hours, unless otherwise stated on the subpoena or when notified by the Court Liaison Detail.
  - 1. If the member will be on-duty when the stand-by is scheduled, he lists the proper telephone number of the Department and the extension where he may be reached on the "return."
  - 2. If the member will be off-duty when the stand-by is scheduled, he shall be available by the telephone. Recording devices (answering machines, voicemail, pagers, etc.) are not permitted during the stand-by hour.

### ***.07 SUBPOENA PROCESS - MUNICIPAL COURTS***

- A. Subpoenas for members issued by Municipal Court are received by the respective member's unit of assignment.
- B. All units maintain a subpoena log, which members check upon reporting for duty to determine if they have any subpoenas. Members shall accept and sign for their subpoenas in the subpoena log book and make the necessary return immediately upon receipt of a subpoena.



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## *Procedure 311 – Court Appearances*

- C. When a subpoena is issued for a date on which a member will be on vacation, the subpoena is immediately returned to Municipal Court. Before returning the subpoena, the back of the subpoena is completed by the member and signed by the member's supervisor.
- D. Once a member has received a subpoena, he shall not schedule any type of leave for the date and time of his scheduled court appearance. A supervisor reviews the subpoena log prior to authorizing leave for a member to ensure the member has no subpoenas during the period of the requested leave.
- E. Officers who sign the bottom of a Traffic subpoena, stating they are unable to recall the details of the citation in which the officer issued to the violator, will not appear for court or submit overtime for their court appearance.

### **.08 FAILURE TO APPEAR IN COURT**

- A. Officers failing to appear in court or who are tardy to court submit a written report covering their absence or tardiness to their immediate supervisor. Supervisors forward a copy of the report to the Office of the Chief of Police through their chain of command.
- B. The Office of the Chief of Police determines whether the absence or tardiness is chargeable or non-chargeable against the officer. Should the Office of the Chief of Police rule the absence or tardiness is chargeable; the officer shall forfeit accrued vacation, holiday, or bonus day leave time according to the following prescribed penalties.
  - 1. Officers responsible for a chargeable court absence shall forfeit four (4) hours of accrued vacation, holiday, or bonus day leave for the first violation, eight (8) hours for the second violation, and eight (8) hours with other disciplinary action for any subsequent infraction in any six (6) month period beginning from January 1 to June 30 and from July 1 to December 31 of each year. Officers charged with missing two or more court settings on the same day are penalized a maximum of eight (8) hours of vacation, holiday, or bonus day leave.
  - 2. Officers responsible for a chargeable court tardiness shall forfeit two (2) hours of accrued vacation, holiday, or bonus day leave for the first tardiness, four (4) hours for the second tardiness, and eight (8) hours with other disciplinary action for any subsequent tardiness in any six (6) month period beginning from January 1 to June 30 and from July 1 to December 31 of each year.
- C. Officers forfeiting vacation, holiday, or bonus day leave to satisfy the penalty imposed for missing court or being tardy for court are not permitted to take any vacation, holiday, or bonus day leave until the officer submits the forfeiture of accumulated leave to satisfy the penalty requirement imposed on the officer.
- D. Civilian members failing to appear in court or who are tardy to court submit a written report covering their absence or tardiness to their immediate supervisor. Supervisors forward a copy of the report to their division commander through their chain of command for possible disciplinary action.

### **.09 SUBPOENAS ISSUED OUTSIDE OF BEXAR COUNTY**

- A. A member who receives a subpoena from an agency outside Bexar County shall immediately notify his immediate supervisor and unit director of the subpoena in a written report.
- B. Members scheduled to be on-duty during the time of the out-of-county court date are placed on administrative leave.
- C. Members not scheduled to be on-duty during the time of the out-of-county court date are responsible for contacting the agency who issued the subpoena and securing the necessary travel arrangements, as well as compensation, for responding to the subpoena.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 311 – Court Appearances*

### **.10 COMPENSATION FOR OFF-DUTY COURT APPEARANCE**

- A. Officers attending court or hearings for judicial proceedings where their testimony is the result of the officer having taken some official law enforcement action pertaining to the proceeding receive compensation for off-duty court appearances in the following:
  - 1. District Courts;
  - 2. County Courts-at-Law;
  - 3. Grand Juries;
  - 4. Justice of the Peace Courts;
  - 5. San Antonio Municipal Courts;
  - 6. Civil Service Commission or Arbitration Hearing;
  - 7. Texas Alcoholic Beverage Commission Hearings;
  - 8. Federal Courts;
  - 9. Administrative License Revocation Hearings;
  - 10. Pretrial Conferences.
- B. Officers on off-duty status who attend court, pre-trial conferences, or who are placed on stand-by for court are entitled to receive compensation as outlined in this section and as enumerated in the current Collective Bargaining Agreement By and Between the City of San Antonio, Texas and the San Antonio Police Officers' Association.
- C. Off-duty officers subpoenaed to testify in Federal Court or in a jurisdiction outside of Bexar County as a result of the officer's employment as a San Antonio police officer or as a result of the officer having taken some official law enforcement action pertaining to the proceeding apply for compensation or reimbursement from the jurisdiction in which they testify, in the event compensation is available. Any compensation received may be:
  - 1. Retained by the officer; or
  - 2. Surrendered to the Chief's Office or the Accounting and Personnel Office in return for overtime or compensatory time at a rate specified by the current contract between the City of San Antonio and the San Antonio Police Officers' Association.
- D. An officer who refuses or neglects to apply for compensation from Federal Court, or from an out-of-town jurisdiction which secured his attendance, provided compensation from the jurisdiction is available, receives no overtime or compensatory time from the San Antonio Police Department.
- E. Officers receive compensation for off-duty appearances at Civil Service Commission or Arbitration Hearings as follows.
  - 1. When the officer is subpoenaed by the City, he is compensated according to the compensation for attendance in those courts outlined in Subsection .10A of this procedure; and
  - 2. When the officer is subpoenaed by the respondent, he is granted compensatory time at the rate of one (1) hour per hour required to satisfy the subpoena to a maximum of three (3) hours.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 311 – Court Appearances*

- F. An officer who testifies or gives a deposition in a civil proceeding does not receive compensation from the Department, unless the appearance is the result of the officer having taken some official law enforcement action pertaining to the proceedings. If the appearance is the result of an official law enforcement action, the officer receives the same compensation he would receive for any other court appearance, provided the officer submits verification of his attendance and any compensation he received for his attendance.
- G. When an officer is subpoenaed to more than one (1) court on the same day, only one (1) subpoena is honored for compensation. (Exceptions are appearances in one (1) court in the morning and the other court in the afternoon).
- H. An officer required to stay in court beyond three (3) hours is compensated for the actual time spent in court.
- I. An off-duty officer who attends court or a pre-trial conference in the morning and is dismissed before three (3) hours time has elapsed and is ordered to return after lunch receives the three (3) hour minimum or the actual time spent in court (whichever is greater) for the morning and afternoon appearances combined.
- J. To receive compensation, an officer submits verification of attendance in a court or hearing as outlined in Section .02 C2 and 3 of this procedure.
- K. In order for an officer to receive the proper compensation for his off-duty stand-by status for court, he attaches the subpoena or the written notification received from the Court Liaison Detail to the court attendance card and forwards it through his normal chain of command.
- L. When an officer on off-duty stand-by status is called to appear, he receives stand-by compensation in addition to the regular court appearance compensation if his appearance is after the regular stand-by hours.
- M. Civilian members receive compensation according to City administrative directives and Department policies and procedures.

### **.11 MEMBER'S TESTIMONY**

- A. When a member testifies in a court proceeding he should remember his task in this capacity is to act as a reporter of facts. The member testifies with honesty and accuracy regardless of what affect it may have on the ultimate disposition of the case.
- B. A member carefully reviews the facts of the case before testifying in court. He studies his notes and memoranda ahead of time so when he is on the witness stand he does not have to refer to them unless absolutely necessary. The member takes his notes concerning the case to court with him.
- C. A member testifying at any criminal judicial proceeding avoids displaying notebooks, reports, or other documentary evidence, unless directed to do so by the District Attorney, his assistants, or the judge. If displayed, the defense counsel is able to examine the entire document and possibly compromise information on other investigations.
- D. Once a member has been dismissed by a court, the member promptly leaves the courtroom so as not to disturb the court proceedings. If on-duty, the member immediately returns to service.

### **.12 COURT DRESS CODES**

- A. Members attending court or hearings for judicial proceedings or civil proceedings where their testimony is the result of the member having taken some official law enforcement action pertaining to the proceeding shall appear in a regulation uniform, assigned duty uniform or in appropriate business/relaxed apparel, in accordance with GM Procedure 310, *Uniforms and Dress Codes*.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 311 – Court Appearances*

- B. Officers in undercover assignments need not shave their beards or cut their hair, but shall conform to other personal grooming requirements.
- C. Members shall NOT wear the regulation uniform or any other authorized uniform in any proceedings to which they are subpoenaed or requested to testify on behalf of the defense in a criminal case; against the City of San Antonio, Texas, in a civil case; or against the interest of the Department in any civil service hearing, arbitration, or administrative hearing.
- D. Members attending court or hearings for judicial proceedings or civil proceedings where their testimony is NOT the result of the officer having taken some official law enforcement action pertaining to the proceeding shall NOT wear the regulation uniform or any other authorized uniform, unless the officer is subpoenaed by the State of Texas, the City of San Antonio, or the San Antonio Police Department.
- E. Members subject to Mandatory Reassignment shall comply with Procedure 908, *Mandatory Reassignment*.

### **.13 JURY DUTY**

- A. Members receiving notices to report for jury duty shall report in proper civilian attire on the date indicated on the official jury duty notice.
- B. Prior to the date the member is to report for jury duty, the member provides the unit/shift director with a copy of the official notice of jury duty.
- C. Members serving on jury duty are listed on “Administrative Leave” (AD) on the unit pay sheet for the date(s) of their jury duty, excluding relief days. Members on administrative leave are not required to report for regular duty either before the start of their jury duty or after being released from jury duty for the day.
- D. Members who have a regular tour of duty starting after 1700 hours on the date immediately prior to the date they are to report for jury duty may be relieved from regular duty early to return home to rest before reporting for jury duty. This subsection also covers members who report for jury duty on a relief day.
- E. Members selected to serve on a jury whose duration is more than one (1) day, excluding relief days, must contact their unit/shift director each day to advise them they are still on jury duty.
- F. Upon completion of jury duty and the return to regular duty, members shall submit a COSA *Notice of Leave* Form for all administrative leave used for jury duty. The Jury Duty Certification Card is attached to the pink slip.
- G. Any compensation received for jury duty while an officer is on administrative leave is turned into the Accounting and Personnel Office. Any compensation received for jury duty on a member’s relief day is retained by the member.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 312 – Private Vehicle Parking*

Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	July 10, 2013 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form #97 SAPD Form #34 CP	Related Procedures:	908

### **.01 INTRODUCTION**

- A. This procedure establishes a process to provide on-duty officers with free parking for their privately owned vehicles in accordance with the Collective Bargaining Agreement By and Between the City of San Antonio, Texas and the San Antonio Police Officers' Association.
- B. Additionally, parking for non-sworn personnel will be made available to the fullest extent in the available spaces, as outlined in this procedure.

### **.02 POLICE FACILITIES PARKING (EXCLUDING PUBLIC SAFETY HEADQUARTERS BUILDING)**

- A. Division Commanders with personnel assigned to offices located in any police facility, excluding the Public Safety Headquarters Building (PSHQ) located at 315 S. Santa Rosa, establish and maintain a system to provide for the parking of privately owned vehicles belonging to on-duty officers assigned to their respective Divisions.

### **.03 PUBLIC SAFETY HEADQUARTERS BUILDING PARKING**

- A. The Assistant Director of Police (Service and Support Bureau) establishes and maintains a system to provide for the parking of city and privately owned vehicles belonging to on-duty officers and civilians assigned to offices located at the Public Safety Headquarters Building.
- B. Parking for the PSHQ is located on the PSHQ parking garage and south parking lot. In the event of additional parking needs, overflow parking is available on the City Parking Lot, located at W. Nueva and S. Santa Rosa.
- C. Designated parking spaces for Fire and Police.

### **.04 ISSUANCE OF PARKING PERMITS and SPACE ASSIGNMENTS**

- A. Members and non-members with offices located in the PSHQ desiring to park their privately owned or city vehicles on the PSHQ parking lot shall contact the Facilities Administration office for parking instructions.
- B. Civilian members who meet the Federal requirements for handicapped or temporally handicapped status are authorized to park their privately owned vehicles in handicapped marked parking.
- C. Members who are visiting the PSHQ on official business are authorized to park their privately owned or city vehicles in PSHQ parking lot.
- D. Current parking permits tags are displayed hanging from the inside rearview mirror.
- E. Parking permit tags are valid only for the member issued the permit tag, the vehicle listed on the member's application, during the member's regular assigned duty hours.

### **.05 REPLACEMENT PARKING PERMIT DECALS OR TAGS**

- A. Members who need a replacement parking permit tag shall contact the Facilities Administration office.





## **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



### ***Procedure 312 – Private Vehicle Parking***

#### **.06 SURRENDER OF PARKING PERMITS UPON TRANSFER**

- A. Members with issued parking tags who transfer out of Divisions with offices located in the PSHQ shall contact the Facilities Administration Office within three (3) business days following the transfer to turn in their issued parking permit tag.

#### **.07 ENFORCEMENT AND PENALTIES FOR VIOLATIONS OF PROCEDURE**

- A. The Office of the Chief shall have the responsibility of enforcing provisions of this procedure.
- B. Members who park their privately owned vehicle in violation of provisions of this procedure are subject to the penalties imposed by the appropriate city ordinance or other disciplinary action.

#### **.08 OVERFLOW PARKING**

- A. When all parking spaces provided for privately owned vehicle parking, including handicapped parking, on the PSHQ parking lot are occupied, members with issued parking or tags may park on the City Parking Lot at W. Nueva and S. Santa Rosa for their regular tour of duty.
- B. To avoid being charged for parking on the City Parking Lot, members need to take the parking receipt to the front lobby desk for validation.

#### **.09 VISITORS**

- A. Visitors on official business to the PSHQ should be instructed, prior to their arrival if possible, to park their vehicle in the city parking lot located at W. Nueva and S. Santa Rosa.
- B. Visitors and volunteers with the VIP Program should be instructed to bring their parking receipt to the lobby desk to have the parking receipt validated.
- C. When the visitors or volunteers with the VIP Program have completed their official business in the PSHQ, they should be instructed to give their parking receipt to the parking lot attendant upon leaving the parking lot.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 313 – Use of City Vehicles

Office with Primary Responsibility:	SSB	Effective Date: Prior Revision Date:	October 03, 2014 July 10, 2013
Office(s) with Secondary Responsibilities:	PSC, PNC, STC, TSC, MCC	Number of Pages:	5
Forms Referenced in Procedure:	SAPD Form #106 SAPD Form #162 SAPD Form #167 TVA SAPD Form #602-6	Related Procedures:	319, 609, 620, 909

### .01 INTRODUCTION

- A. This procedure establishes guidelines for the routine use of City vehicles. The tactical and pursuit operation of emergency vehicles is covered in GM Procedure 609, *Emergency Vehicle Operations*.
- B. The use of City vehicles by sworn and non-sworn members will be in accordance with City Administrative Directives: 1.8 *Vehicle Use*, 4.1 *Accidents and Injuries (Reporting)*, 4.65 *Smoking in the Workplace*, 4.79A *Post-Accident Alcohol and Drug Testing*, 4.8 *City Driver Evaluation*, and in accordance with the current Collective Bargaining Agreement (CBA).

### .02 POLICY

- A. The safety of our members and others is of paramount concern when operating or riding a city vehicle.
- B. All members of the Department, sworn and non-sworn, when operating or riding in a city vehicle shall wear the safety restraint devices provided in the city vehicle.
- C. All authorized passengers in city vehicles will be required to wear safety restraint devices.
- D. Members operating a city vehicle will keep mobile communication device usage to a minimum and as brief as possible. Furthermore, the use of a mobile communication device is only allowed during routine use of city vehicles.
  - 1. If acceptance or placement of a call is unavoidable, members operating a city vehicle should safely pull off the road and resume their travel after their brief call.
  - 2. If pulling over is not feasible, members are encouraged to use a hands-free option to accept or place a call. The use of a mobile communication device with a hands-free device is the preferred method while operating a city vehicle.
  - 3. Texting while operating a city vehicle is prohibited.
- C. All members of the Department, when operating or riding in a city vehicle shall conduct themselves in accordance with City Administrative Directive 1.8

### .03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Call-Out City Vehicle	Immediate Family Members
Police Facility	Take-Home Vehicle

### .04 AUTHORIZED USE

- A. Members operate only those city vehicles assigned to them and only for the accomplishment of assigned duties.
- B. Members transport only authorized persons in a city vehicle.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 313 – Use of City Vehicles*

1. Authorized persons include on-duty members, prisoners, complainants, and witnesses; immediate family members may be transported if the city vehicle is being used in accordance with Section .07 of this procedure.
  2. Approval to transport off-duty members or non-members must be received from the unit supervisor.
  3. Approval for any person(s) to ride as an observer must be arranged in advance in accordance with GM Procedure 319, *Civilian Observer Program*.
- C. Division commanders ensure all units under their command maintain a daily record of the assignment and use of all city vehicles assigned to their respective commands. Such record shall reflect:
1. The member's name and unit of assignment;
  2. The vehicle number; and
  3. The date, day, and time of use.

### **.05 AUTOMATED FUELING SYSTEM**

- A. The Fleet Services Offices has equipped all marked Police vehicles with a “CANceiver” for automated fueling.
- B. Members refuel any city vehicle they operate prior to ending their tour utilizing their COSA Employee ID.
- C. Members operating a city vehicle with a lost, damaged, or inoperative FOB Key:
  1. Call 207-8380 or notify Police Fleet Services; or
  2. Go to the Automotive Operations Office at 329 S. Frio. Be prepared to provide the vehicle number and odometer reading.

### **.06 TEMPORARY USES OF ADMINISTRATIVE VEHICLES**

- A. Members of units, which do not have city vehicles assigned, may request the use of a vehicle from personnel at the Fleet Services Management Office.
- B. The Department maintains a limited number of Fleet Services administrative vehicles which are temporarily assigned in accordance to the following priority:
  1. For temporary use by a member assigned to a unit which has no vehicle assigned; and
  2. For temporary use by a member assigned to a unit to travel out of the City on an approved trip, if that unit has no vehicles assigned.
- C. When turning in a Fleet Services vehicle, members shall:
  1. Clean and refuel the vehicle;
  2. Return the Fleet Services administrative vehicle and keys to the Fleet Services Management Office and complete daily record log.

### **.07 TAKE-HOME VEHICLES**

- A. The City shall provide to Officers occupying the rank of Lieutenant or above a City-owned vehicle for the Officer's use during his on duty employment and for the Officer's use in driving to and from home.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 313 – Use of City Vehicles*

1. During the period of June 1 to July 1 of each calendar year, members holding the rank of Lieutenant or above may elect to change from his car or car allowance, as per the Collective Bargaining Agreement.
- B. The Chief of Police has the sole discretion whether to assign or not assign or to remove a vehicle from any other officer in any rank below Lieutenant.
- C. Authorization to be assigned a take-home vehicle must be renewed each year (by January 31) and each time a member has a change of assignment which requires a take-home vehicle by submitting SAPD Form #167-TVA through the member's chain-of-command to the Office of the Chief of Police.
- D. Prior to being assigned a take-home vehicle, members will complete and submit SAPD Form #167-TVA, *Take-Home Vehicle Authorization*, through their chain-of-command to the Office of the Chief of Police.
- E. Members assigned a take-home vehicle, unless exempted by the Chief of Police, shall:
  1. Return the vehicle to their assigned units if they are off-duty for a period exceeding three (3) days; or
  2. Return the vehicle to their parent unit if they are on light duty status.
- F. Upon receiving written authorization from the Chief of Police, members assigned a take-home vehicle while on stand-by and/or subject to immediate call-out may use the vehicle as their primary means of transportation. Assistant Chiefs and Deputy Chiefs are on permanent stand-by and/or subject to immediate call-out based on their position.
  1. Members shall be prepared to respond directly to a crime scene or other specified location when called.
  2. Members may transport immediate family members in their take-home vehicle only when subject to immediate call-out and when using the vehicle as their primary means of transportation.
  3. If the member is called to a crime scene or other work-related location while immediate family members are in the take-home vehicle, the family members should be dropped off at the nearest substation or other safe location. Members should be aware the safety of their immediate family is the sole responsibility of the members and as such, family members are not to be taken to crime scenes.
  4. Members subject to immediate call-out and using a take-home vehicle are reminded of Rules and Regulations regarding member's responsibilities for Reporting for Duty.
- G. If a take-home vehicle is to be used outside of Bexar County, except for officers traveling to and from work, GM Procedure 909, *Travel*, must be adhered to.
- H. The Chief of Police may revoke the assignment of a take-home vehicle to any member if the member is not insurable as per state minimum requirements. Also, any violations of this policy may result in the loss of a take-home vehicle assignment.
- I. Members requiring a temporary replacement for a take-home vehicle will use a vehicle from their assigned units. Members assigned to units, which have no vehicles assigned, will make arrangements through the Police Fleet Services Management Office.

### **.08 INSPECTIONS, REPAIRS, PREVENTIVE MAINTENANCE, AND VEHICLE CARE**

- A. Prior to operating a city vehicle, members inspect the vehicle for damage or mechanical impairment.
  1. Members discovering damage to the city vehicle or equipment shall immediately notify their supervisor and complete SAPD Form #162, *Found Damage Report*.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 313 – Use of City Vehicles*

2. Members discovering mechanical impairment, which may affect the safe operation of the vehicle, immediately report the condition to the vehicle repair shop and their immediate supervisor. The supervisor determines whether the member shall wait for repairs on the malfunctioning vehicle or whether another vehicle will be assigned.
  3. Members encountering mechanical problems with their assigned vehicle which would not ordinarily impair the safe operation of the vehicle, immediately notify their supervisor. The supervisor determines whether the vehicle is immediately repaired or kept in service and the repair made later.
- B. Members remove all portable items from vehicles placed in the repair shop if the repairs cause the vehicle to remain out of service beyond the end of the officer's tour of duty.
- C. Members do not alter, modify, deface, or change any part or accessory of any city vehicle without proper authorization.
- D. Members shall ensure proper preventive maintenance is performed on their assigned vehicle on a regular basis or when notified by the vehicle repair shop.
- E. Members shall be responsible for the appearance and cleanliness of their assigned vehicle, both interior and exterior.

### **.09 PARKING AND CUSTODIAL RESPONSIBILITIES**

- A. Members do not expose a city vehicle to unreasonable hazards or abuse, except in exigent circumstances.
- B. Members must remove all portable issued equipment from city vehicles, which are parked or stored overnight at a location other than a police facility.
- C. Members park city vehicles in accordance with departmental procedures, state laws, and city ordinances, except in exigent circumstances.
- D. Members park city vehicles on the Public Safety Headquarters south parking lot in the visitors spaces when attending court or conducting assigned duties within the area bordered by Durango St. on the south, Pecos la Trinidad on the west, Houston St. on the north, and St. Mary's St. on the east.
- E. Members conducting assigned duties at locations outside the boundaries mentioned in Subsection D above must pay for the parking of the city vehicle, but may request reimbursement of the parking fees by submitting a petty cash voucher, with the parking receipt attached, to their division commander.
- F. Members receiving a parking ticket, toll violation notice, red-light camera ticket, or any other violation involving the vehicle shall:
1. Immediately submit a report detailing the reason(s) for the violation(s) and the nature of the business being conducted.
  2. Attach the violation notice to the report and forward through the chain of command to the Office of the Chief.
- G. The Office of the Chief makes a determination as to whether the violation was necessary for the member to complete his assigned duties.
1. If the member was performing his assigned duties, the Office of the Chief will represent the Department in the adjudication of the ticket or violation; or
  2. If the member was acting outside his assigned duties, the Office of the Chief will return the ticket or violation notice to the member for adjudication.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 313 – Use of City Vehicles*

### **.10 OUT OF CITY TRAVEL**

- A. Members authorized to operate a city vehicle outside of Bexar County should present the Accounting and Personnel Office with an approved SAPD Form #106, *Travel Request*, at least fourteen (14) calendar days prior to departure.
- B. The Accounting and Personnel Office issues the member a city motor fuel credit card, if required.
- C. Members must retain original receipts for all travel expenses including, but not limited to, motor fuel charge receipts. Reimbursements are not made without the original receipts.
- D. Members receiving authorization for out of town travel will use a vehicle from their assigned unit. Members assigned to units which have no vehicles assigned will make arrangements for a vehicle through the Police Fleet Services Management Office.
- E. Members return the assigned city vehicle to the issuing unit on their return to the City or on the first business day following their return to the City.
- F. Members involved in a motor vehicle crash while operating a city vehicle outside the city:
  - 1. Immediately report the crash to the appropriate law enforcement agency;
  - 2. Advise the investigating officer the City is self-insured;
  - 3. Obtain the report number (case or assignment number) assigned to the report;
  - 4. Record any and all pertinent details of the crash; and
  - 5. Complete SAPD Form #602-6, *Vehicle Accident Report or Loss Notice*, upon returning from out of city travel.



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## Procedure 314 – Command Notification

Office with Primary Responsibility:	COP	Effective Date:	September 19, 2018
		Prior Revision Date:	December 21, 2016
Office(s) with Secondary Responsibilities:	COB, CSB	Number of Pages:	3
Forms Referenced in Procedure:	None	Related Procedures:	None

### .01 INTRODUCTION

This procedure provides for the notification of command level officers in the event of an unusual occurrence, a police incident, or the detention/arrest of a San Antonio police officer.

### .02 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Civil Disturbance	Command Personnel	Critical Incident
Manmade Disaster	Natural Disaster	Normal Business Hours
Officer Involved Shooting	Police Incident	Serious Bodily Injury
Detention or Custodial Arrest of a San Antonio Police Officer		Unusual Occurrence

### .03 COMMAND NOTIFICATION OF UNUSUAL OCCURRENCE, CRITICAL INCIDENT, OR POLICE INCIDENT

- A. Any officer dispatched to or finding the scene of an unusual occurrence, critical incident, or police incident will immediately request a Supervisory officer to respond to the scene.
- B. The Supervisor-In-Charge of the scene of an unusual occurrence, critical incident, or police incident is responsible for the notification of the appropriate command personnel.
- C. A Deputy Chief should be notified of all unusual occurrences, critical incidents, and police incidents. In the absence of or due to the unavailability of a Deputy Chief, an Assistant Chief will be notified.
- D. Command Notification During Normal Business Hours:
  1. When the Supervisor-In-Charge of the scene is a Sergeant, he notifies the on-duty Lieutenant assigned to the patrol section.
    - a. In the absence of the Lieutenant assigned to the patrol section, he notifies the on-duty Captain assigned to the patrol section.
    - b. In the absence of the Captain assigned to the patrol section, he notifies an on-duty Lieutenant assigned to another patrol section.
  2. When the Supervisor-In-Charge of the scene is a Lieutenant or a Lieutenant responds to the scene at the request of a Sergeant, after assessing the situation, he notifies the on-duty Captain assigned to the patrol section.

*Note: In the absence of the Captain assigned to the patrol section, he notifies an on-duty Captain assigned to another patrol section.*

3. The Captain notified of the unusual occurrence or police incident responds to the scene, and after assessing the situation, notifies a Deputy Chief assigned to the Patrol Division.
4. A Deputy Chief assigned to the Patrol Division, notified of an unusual occurrence, critical incident, or police incident assesses the situation:
  - a. Responds to the scene, if necessary;



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## *Procedure 314 – Command Notification*

- b. Directs the Communications Unit to notify Internal Affairs Unit personnel if the situation involves a complaint of serious allegations or misconduct;
- c. Notifies other command personnel, if the incident is a police incident;
- d. Notifies as soon as possible, the Office of the Chief; and
- e. Prepares a report on the unusual occurrence or police incident for the Office of the Chief prior to the beginning of the next business day.

### E. Command Notification During Weekends, Holidays, and Between the Hours of 1630 and 0745:

1. When the Supervisor-In-Charge of the scene is a Sergeant, he notifies the on-duty Lieutenant assigned to the patrol section.

*Note: In the absence of the Lieutenant assigned to the patrol section, he notifies another on-duty Lieutenant assigned to another patrol section.*

2. When the Supervisor-In-Charge of the scene is a Lieutenant or a Lieutenant responds to the scene at the request of a Sergeant, after assessing the situation, he requests the Communications Unit to notify the Night Commander (when available) or the Deputy Chief responsible for the resolution of the incident.
3. The Evening/Night Commander or Deputy Chief (Duty Officer) notified of an unusual occurrence, critical incident, or police incident responds to the scene, if necessary, and after assessing the situation:
  - a. Directs the Communications Unit to notify Internal Affairs Unit personnel if the situation involves a complaint of serious allegations or misconduct;
  - b. Decides whether to notify other command personnel;
  - c. Decides whether to notify the Chief of Police; and
  - d. Prepares a report covering the event, which is forwarded to the Office of the Chief, prior to the beginning of the next business day.

### **.04 COMMAND NOTIFICATION IF AN OFFICER IS DETAINED OR ARRESTED**

- A. If a San Antonio police officer is detained for questioning or arrested for any misdemeanor or felony offense the detaining or arresting officer shall request his immediate on-duty Supervisor to respond to the scene of the detention or custodial arrest.
  1. If the immediate Supervisor is not available, the detaining or arresting officer shall request any Sergeant assigned to the patrol section where the detention or custodial arrest occurred to respond to the scene.
  2. In the absence of an on-duty Sergeant assigned to the patrol section, the officer shall request the on-duty Lieutenant assigned to the patrol section respond to the scene of the detention or custodial arrest.
  3. The supervisor who responds to the scene is responsible for entering a formal incident into *Blue Team* as soon as possible and prior to the end of shift. The incident shall be routed to the next immediate supervisor in the chain of command as well as the arrested/detained officer's Deputy Chief and the Deputy Chief's Admin Sgt if applicable.
- B. When the Supervisor-In-Charge of the scene is a Sergeant or a Sergeant responds to the scene at the request of an officer, after assessing the situation, he notifies the on-duty Lieutenant assigned to the patrol section.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 314 – Command Notification*

1. In the absence of the Lieutenant assigned to the patrol section, he notifies an on-duty Lieutenant assigned to another patrol section.
  2. The Sergeant ensures all necessary reports are written and routed through the chain of command utilizing *Blue Team*.
- C. The Lieutenant notified of any incident involving the detention or custodial arrest of a San Antonio police officer, after assessing the situation:
1. Notifies the Captain assigned to the patrol section, if during normal business hours, or
  2. Requests the Communications Unit to notify the Evening/Night Commander (when available) or the officer's Deputy Chief, if the incident occurs on a weekend, holiday, or between the hours of 1630 and 0745.
- D. The Captain notified of any incident involving the detention or custodial arrest of a San Antonio police officer
1. Notifies the Deputy Chief of the Patrol Division where the arrest occurred during normal business hours, or
  2. Notifies the officer's Deputy Chief, if the incident occurs on a weekend, holiday, or between the hours of 1630 and 0745.

### **.05 SUPERVISORY NOTIFICATION IF AN OFFICER IS INVOLVED IN A DISTURBANCE**

- A. An officer responding to any disturbance call involving a San Antonio police officer:
1. Requests a Sergeant to respond to the scene, and
  2. Notes in his report the name and badge number of the Sergeant notified.
- B. The Sergeant notified to respond to the scene:
1. Documents the actions taken in a supplemental report, and
  2. Forwards copies of all reports through his chain of command utilizing *Blue Team* in accordance with Proc. 303.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 315 – Line Inspections*

Office with Primary Responsibility:	COP	Effective Date:	May 1, 2017
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO, CIA	Number of Pages:	2
Forms Referenced in Procedure:		Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes guidelines for conducting line inspections of officers' personal appearance, uniform/personal attire, and equipment.

### **.02 DISCUSSION**

- A. Line Inspections is an on-going process to ensure officers are in compliance with Department rules, regulations, procedures, and orders in the areas of personal appearance, the proper wearing of the police uniform, and the use and maintenance of assigned equipment. Line inspections can be formal or informal inspections.
- B. Formal Line Inspections establish a process for documenting individual officer deficiencies. The process assigns specific timetables and responsibilities for conducting the inspection.
- C. Informal Line Inspections is an ongoing process conducted daily by Supervisors. Minor deficiencies in individual officer personal appearance and the maintenance of assigned equipment are brought to the officer's attention when they are identified by a supervisor.

### **.03 LINE INSPECTIONS PROCEDURE**

- A. Unit/Shift Directors
  - 1. Conduct formal line inspections of all subordinates at least once each month. A supervisory officer may be assigned to conduct the formal line inspection in the absence of a shift/unit director.
  - 2. Document all inspections and deficiencies, if any, utilizing SAPD ACTIVITY and
  - 3. Notify the Section Commander that formal line inspections and individual officer deficiencies have been entered into SAPD ACTIVITY for the current period.
- B. Supervisory Officers
  - 1. Assist the Shift/Unit Director with conducting the formal line inspection; and
  - 2. Record all inspections and deficiencies, if any, and the Shift/Unit Director's comments in SAPD ACTIVITY.
- C. Section Commanders
  - 1. Monitor the formal line inspection process by occasional participating in a formal line inspection; and
  - 2. Review all inspection reports and roll call inspection report forms submitted by unit/shift directors.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 315 – Line Inspections*



### D. SAPD ACTIVITY

1. SAPD ACTIVITY is used to document formal line inspections on all officers and to document deficiencies of individual officers who fail to meet departmental standards for personal grooming, uniform, and equipment during formal line inspections. This form may also be used to document deficiencies noted during informal line inspections.
2. Shift/unit directors complete and document formal Line Inspections utilizing SAPD ACTIVITY. To complete;
  - a. Check the appropriate deficiency space(s), if any deficiencies are found;
  - b. Briefly explain the deficiency in the comments section;
  - c. Set an appropriate date, dependent upon the nature and severity of the deficiency, for the officer to come into compliance;
  - d. Notify the officer's immediate supervisor.
3. Supervisory officers meet with the officers who have deficiencies noted SAPD ACTIVITY and take the following actions:
  - a. Clarify in the noted deficiency, the prescribed standard, and the date for compliance;
  - b. Conduct a follow-up inspection on the compliance date; and
  - c. Update SAPD ACTIVITY to reflect the date the deficiency was corrected.
4. In the event the officer has failed to correct the deficiency prior to the specified compliance date, the officer's immediate supervisor documents the failure in accordance with Procedure 303 (Disciplinary Procedures) and enters it into BLUE TEAM.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 316 – Police Radio Issuance*



Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	3
Forms Referenced in Procedure:	SAPD Form #12 RIR	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes and maintains a process for the issuance and accountability of portable police radios.

### **.02 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Police Equipment Assignment System (PEAS)

### **.03 POLICE EQUIPMENT ASSIGNMENT SYSTEM**

- A. Store and update radio assignment information; and
- B. Retrieve information as needed, including:
  - 1. Officer identification when the radio emergency signal is used;
  - 2. For identification during normal course of business; and
  - 3. To display radio assignment information.

### **.04 INITIAL RADIO ISSUANCE**

- A. Probationary police officers, prior to graduation from the Police Training Academy, are issued a portable police radio by the Radio System Office.

### **.05 RESPONSIBILITIES**

- A. Radio System Office Technician: (Located in Communications Unit)
  - 1. Issues all radios and radio chargers, as needed, to the individual officers.
  - 2. Radios are maintained in the Radio Systems Office and the Dispatcher Supervisor's Office to replace broken or disabled equipment.
  - 3. Maintains a complete and current inventory of all police radios and radio chargers.
  - 4. Acts as a liaison between the Department and Communication Unit and Radio Systems Office for the maintenance and repair of all police radio equipment.
  - 5. Maintains an adequate supply of police radios, batteries, and radio accessories.
  - 6. Monitors PEAS for discrepancies of radio assignments, and if any are found:
    - a. Documents the discrepancies; and
    - b. Corrects the problems.
  - 7. Updates PEAS each time a radio change occurs.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 316 – Police Radio Issuance*

#### B. Communications Unit Supervisor:

1. When the Radio System Detail technician is unavailable, the on-duty Sergeant or Detective-Investigator will assume the following duties:
  - a. Issues radios and batteries as needed;
  - b. Receives radios in need of repair; and
  - c. Updates PEAS to reflect the changes.

#### C. Officers:

1. Use their assigned radio while on duty.
2. Officers are responsible for the care and safe keeping of their assigned radio.
3. If a radio is lost or stolen, the officer:
  - a. Immediately reports it to the dispatcher;
  - b. Notifies his immediate supervisor;
  - c. Notifies the Radio System Detail technician;
  - d. Has an offense report made; and
  - e. Routes copies of the offense report and SAPD Form #12-RIR, *Radio Issuance Record*, (received from the Radio System Detail), to his Division Commander, shift, director, and the Accounting and Personnel Office.

### **.06 TRANSFERS AND PROMOTIONS**

- A. Upon notification of transfer or promotion, officers will be informed by their new assignment if they need to contact the Radio Systems Office.
- B. Officers will retain their assigned radio when they are transferred within these respective divisions.

### **.07 SPECIAL ASSIGNMENTS**

- A. Officers on special assignment will turn in their assigned radios to the Radio System Detail technician for a radio programmed to meet the need of the special assignment.
- B. Upon completing special assignments, officers turn in the radios used during the special assignment to the Radio System Detail and are assigned another radio.

### **.08 RADIO BATTERY MAINTENANCE**

- A. Mobile chargers mounted in police vehicles provide adequate charging capacity for the radio batteries.
- B. Batteries which are defective, discharged or have developed a short service memory are exchanged for a charged battery.
  1. Discharged batteries are placed in the bank charger.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 316 – Police Radio Issuance*

2. Defective batteries and batteries with a short service memory are placed in the designated container located at each patrol section substation.

#### **.09 DEFECTIVE RADIOS**

- A. Officers having defective radios shall:
  1. Notify the dispatcher of the radio problems.
  2. Return to the Communications Unit to sign out a spare radio. If no spare radio is available, communication with the dispatcher while en route to the Radio System Detail will be made through the use of the MDC/laptop.
  3. Attach a work order to the radio and submit it to the Radio System Office.

#### **.10 REPLACEMENT COST**

- A. If an assigned police radio needs to be replaced or repaired due to negligence or intentional abuse by an officer, the officer is required to reimburse the City for the cost as per the Collective Bargaining Agreement.
- B. The Accounting and Personnel Office arranges for installment payments with the officer.

#### **.11 PENALTIES**

- A. Officers are responsible for reporting to roll call for their assigned tour-of-duty with their assigned radio.
- B. Officers reporting for duty without an assigned radio during either six (6) month period, (January through June or July through December), receive disciplinary action and forfeit accrued time according to the following schedule:
  1. First Time Counseling by officer's immediate supervisor and forfeiture of accrued time equivalent to time needed to retrieve the radio.
  2. Second Time A demerit, forfeiture of two (2) hours accumulated leave, and forfeiture of accrued time equivalent to time needed to retrieve the radio.
  3. Third Time A reprimand, forfeiture of four (4) hours accumulated leave, and forfeiture of accrued time equivalent to time needed to retrieve the radio.
  4. Fourth Time Case submitted to the Advisory Action Board with disciplinary action recommended and forfeiture of accrued time equivalent to time needed to retrieve the radio.
- C. Officers submit a report for all occasions where they report for duty in violation of this section to their immediate supervisor.
- D. Unit Directors/Supervisors:
  1. Ensure the officer's explanatory report is placed in his field file;
  2. Submit documentation and recommendations for disciplinary action for officers who have four (4) or more violations during the six (6) month period to the section commander; and
  3. Maintain a file of the above violations until the end of the six (6) month period.
- E. Section commanders submit documentation and recommendations for any disciplinary actions to the Advisory Action Board.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 317 – Public Safety Headquarters Building Security*

Office with Primary Responsibility:	SSO	Effective Date:	July 10, 2013
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	3
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure informs members of the security systems currently operational within the Public Safety Headquarters (PSHQ) located at 315 S. Santa Rosa, identifies controlled access areas, and establishes a process for entry into the facility and controlled access areas.

### **.02 TERMINOLOGY**

- A. Identification Card – identification issued by the city ID Office to personnel who are traditional employees, non-traditional employees, volunteers, interns, contractors, and vendors with proper approval.
- B. Controlled Access Area – an area within the facility which is not grant unescorted entry without prior approval and appropriate access provisioning.

### **.03 ENTRANCES INTO PUBLIC SAFETY HEADQUARTERS BUILDING**

- A. The below listed entrances are the authorized entrances to PSHQ Building. Due to security restrictions, the following status shall apply to each entrance.
  - 1. The main entrance for the PSHQ is to be considered the public entrance of the facility and is located on the east side of the facility facing South Santa Rosa. These doors are open (unlocked) during the regular business day. After hours, this entrance can be accessed once the need to enter has been verified by the Security Desk Service Agent.
  - 2. SAPD personnel assigned to the PSHQ or department personnel having business within the facility may enter the facility through ground level staff entrances located on the east side, south side and west side of the facility. Also, there is a staff entrance located on level 2 and level 4 of the parking structure.
  - 3. Emergency exits are located on the north side, east side, south side and west side of the facility. These emergency exits will remain locked during the business day as they allow for free egress from the facility during emergency situations.
- B. The Security Desk Service Agent will monitor entrances into PSHQ and activity within the parking garage and the adjacent parking lot by use of the security camera equipment.

### **.04 CONTROLLED ACCESS AREAS**

- A. The entire building, with the exception of the main entrance lobby and the customer service lobby, is a controlled access facility.
- B. All areas within the facility and each SAPD office/unit suite within the facility require access approval for unescorted access.

### **.05 VISITOR PROCESSING**

- A. All visitors are required to report to and sign in with a Security Desk Service Agent.





## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 317 – Public Safety Headquarters Building Security*

- B. Security Desk Service Agents will ensure visitors are properly logged in and contact the appropriate office/unit and notify them of their visitor.
- C. All visitors to the PSHQ facility will be processed through the security screening point prior to entry.
- D. Visitors are required to be under escort, by authorized personnel, at all times while within the facility.
- E. All visitors will be escorted back to the main lobby so they can be logged out by Security Desk Service Agent.

#### **.06 ENTRY INTO CONTROLLED ACCESS AREAS**

- A. Unescorted entry into controlled access areas of the PSHQ facility shall be limited to authorized personnel.
- B. Escorted entry of any person, member, or visitor, not having authorized access to a controlled access area, can be conducted by any authorized personnel assigned to the office/unit.
  - 1. Persons not granted unescorted access to the facility and their property shall be screened prior to entry into the facility at the screening point located in the main entrance lobby. This does not apply to arrested persons brought to the facility for processing.
  - 2. Persons not granted unescorted entry to the facility will be escorted by personnel from the office/unit conducting business with the individual(s).
  - 3. SAPD personnel from the office/unit assigned to the facility may escort as many persons into the facility as they can positively control.
  - 4. SAPD personnel escorting persons through the staff entrances, who are not granted unescorted entry to the facility, are responsible for maintaining positive control of these persons while within the facility.
  - 5. Persons escorted into the facility will not be left unattended at any time.

#### **.07 MEMBERS RESPONSIBILITIES**

- A. While within the PSHQ, all members in civilian attire shall display either their badge or city issued identification card in plain view.
- B. All members have the responsibility to stop, identify, and escort any unauthorized persons found in any area of the facility to the Security Desk.
- C. Any member discovering any suspicious items (i.e., packages, briefcases, bags, etc.) unattended or abandoned anywhere in the facility shall immediately notify the Security Desk personnel. The suspicious items shall be processed according to the Security Systems Office SOP.

#### **.08 ISSUANCE OF COSA IDENTIFICATION CARDS**

- A. Personnel whose assigned responsibilities require frequent or routine visits to the PSHQ facility as well as technical support personnel from outside contractors/vendors working within the PSHQ may be issued city identification cards as approved by the Office of the Chief.
- B. All persons in need of a city issued identification card will submit their request(s) to the Fiscal Services Office for processing and approval.
- C. All persons issued a city identification card will be instructed on the care and control responsibilities by the issuing authority.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 317 – Public Safety Headquarters Building Security*

- D. Personnel may be held liable for costs associated with the replacement of a city identification card lost or damaged due to negligence.
- E. Personnel shall be subject to disciplinary action for allowing another to use their issued city identification cards.

#### **.09 ISSUANCE OF UNESCORTED ACCESS PROVISIONING**

- A. Personnel whose assigned responsibilities require frequent or routine unescorted access into a controlled access area are provisioned for the required access and given instructions on their responsibilities based on access needs.
- B. All unescorted access requests must be approved through the office/unit chain of command with final approval by the Office of the Chief.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 318 – Labor Relations Committee*

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	July 24, 2015 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC, SSB	Number of Pages:	2
Forms Referenced in Procedure:	1-LRC T&E	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes the responsibilities of the Labor Relations Committee and guides members in the proper method for submitting reports on issues they request to be reviewed by the Labor Relations Committee.

### **.02 LABOR RELATIONS COMMITTEE**

- A. The Collective Bargaining Agreement (CBA) establishes a Labor Relations Committee, hereafter, referred to as the Committee.
- B. The Committee meets as necessary and makes recommendations to the Chief of Police.
- C. The Committee consists of four (4) members appointed for one (1) year terms;
  - 1. Two (2) members are appointed by the Chief of Police;
  - 2. Two (2) members are appointed by the San Antonio Police Officer's Association;
  - 3. Vacancies are filled by the appointing party for the balance of the vacant term; and
  - 4. The Chairmanship of the Committee shall rotate once every 3 months.
- D. The Committee hears issues including, but not limited to the following working conditions:
  - 1. Safety and specifications for equipment;
  - 2. Discipline;
  - 3. Departmental policies and procedures; and
  - 4. Other areas of common officer interest.
- E. The Committee also serves as the Equipment Advisory Committee for the purpose of reviewing specifications, all testing & evaluations (T&E), and making recommendations to the Chief as to the purchase of all police-related equipment.
  - 1. Officers wishing to request testing & evaluation (T&E) be completed on any police-related equipment shall route a completed LRC T&E Form #1-LRC T&E through their chain of command, to the Office of the Chief;
  - 2. LRC are the only department members authorized to represent the department to potential vendors.
- F. In its role as the Equipment Advisory Committee, the Committee investigates incidents where members report city equipment as lost, stolen, or damaged.
  - 1. Upon completion of an investigation, the Committee makes a determination as to the cause of the loss and/or damage and to what extent the member is financially responsible.



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 318 – Labor Relations Committee***

2. The Committee shall forward its findings and recommendations to the Chief of Police who shall make a final determination.
3. The Chief may forward any findings of member misconduct to the Internal Affairs Unit for a formal investigation.

### ***.03 SUBMITTING REPORTS ON ISSUES TO THE COMMITTEE***

- A. Any member desiring to have the Committee review an issue or coordinate testing & evaluation of equipment submits a written report to one (1) of the following offices:
  1. The Office of the Chief; or
  2. The Office of the President of the San Antonio Police Officer's Association.
- B. Copies of written reports from members received in the Office of the Chief shall be forwarded to the Office of the President of the San Antonio Police Officer's Association within five (5) working days.
- C. The Office of the Chief shall forward reports received directly from members or received from the San Antonio Police Officer's Association to the Chairman of the Committee.

### ***.04 RESPONSIBILITIES***

- A. Labor Relations Committee
  1. Receives and discusses issues submitted by members;
  2. Investigates incidents of lost, stolen, or damaged equipment;
  3. Presents written recommendations on issues and incidents of lost, stolen, or damaged equipment to the Office of the Chief; and
  4. Routes copies of recommendations to the San Antonio Police Officer's Association and the Office of the City Manager, via the Office of the Chief.
- B. Chief of Police
  1. Responds to the Committee's recommendations in writing within fourteen (14) calendar days;
  2. Routes copies of the Chief's responses to the San Antonio Police Officer's Association and the Office of the City Manager; and
  3. Forwards findings relating to lost, stolen, or damaged equipment to the division commander in charge of the division where the officer reporting the lost, stolen, or damaged equipment is assigned.
- C. Division Commanders
  1. Review findings relating to lost, stolen, or damaged equipment; and
  2. Determine whether cases involving lost, stolen, or damaged equipment should be sent to the Internal Affairs Unit for investigation of officer misconduct.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 319 – Civilian Observer Program*

Office with Primary Responsibility:	PSC, PNC	Effective Date: Prior Revision Date:	July 31, 2010 October 01, 2009
Office(s) with Secondary Responsibilities:	TSC, FTC, IDC, SSO, COP	Number of Pages:	4
Forms Referenced in Procedure:	SAPD Form #166-AR SAPD Form #166-COC	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes guidelines for civilians to obtain authorization to ride as observers with San Antonio police officers in police vehicles and outlines the responsibilities for civilians and officers that are involved in the Civilian Observer Program.

### **.02 CIVILIAN OBSERVER PROGRAM**

- A. The Civilian Observer Program is a program which allows and encourages civilians to ride as observers with San Antonio police officers to get a better understanding of police work and also to create a spirit of involvement in the area of community policing.
- B. The Civilian Observer Program is administered and coordinated by the Station Commander having command authority over the service area where the civilian observer will be assigned during the ride. Station commanders may designate Assistant Station Commanders or Unit Directors to assist with coordinating and implementing the Civilian Observer Program.
- C. Any civilian who has received written authorization on SAPD Form #166-AR, *Civilian Observer Authorization and Release*, may participate in the Civilian Observer Program. The following criteria will assist in determining whether to allow an individual to ride and this may include:
  1. Sworn police officers from other jurisdictions, military personnel working in law enforcement related areas or individuals who have been referred by the Chief's Office, Mayor's Office, City Manager's Office or related City departments;
  2. Professors or students enrolled in a criminal justice program from an institute of higher education, with proof of enrollment in the program;
  3. Members of the Department authorized by their supervisors to assist in understanding police operations within the Department (Dispatchers, 911 Clerks, Crime Scene Investigators, or Police Service Agents); and
  4. Citizens completing training in the Citizens Police Academy, Cellular on Patrol, Volunteers in Policing, Victims Advocacy, and Family Assistance Crisis Team are entitled to a minimum of one ride. Individuals who are very active in the above listed programs may be authorized to ride more than one time at the discretion of the Chief's Office.

### **.03 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Civilian	Firearm	Observer
Ride Along	Weapon	

### **.04 AUTHORIZATION PROCESS**

- A. Approval for any civilian to ride as an observer in a police vehicle must be obtained in advance of each ride by contacting, in person, one of the following:
  1. The station commander, assistant station commander or unit director of the service area or unit where the civilian is requesting to ride;



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 319 – Civilian Observer Program*

2. The Commander of the Police Training Academy; or
  3. The Office of the Chief.
- B. Before authorization is granted for a civilian to ride as an observer, the civilian must read and agree to the requirements set forth in Section .05 of this procedure.
- C. If the civilian agrees to the requirements in Section .05 of this procedure, the civilian will:
1. Complete SAPD Form #166-AR and be issued a copy;
  2. Be instructed on the requirements of the Civilian Observer Program.
- D. Prior to approving the civilian to ride as an observer in a police vehicle, the approving authority shall:
1. Conduct a search in the Civilian Observer Program database (\\fscommon\civilian\_observer\_log\) to check if the civilian has been a rider in the past. If the civilian has been a rider previously, the Office of the Chief will determine if the civilian will be approved to ride again.
  2. Complete a local criminal history (PMNI) and warrant check (PGW1) and approve or disapprove the ride.
  3. Inform the civilian whether the ride is approved, schedule the ride and provide the civilian with a completed copy of SAPD Form #166-AR.
  4. Deliver a copy of SAPD Form #166-AR and a copy of the civilian's driver's license or identification card to the supervisor of the officer who will be assigned the civilian observer rider.
  5. Ensure that the individual being permitted to ride will not be assigned to ride with relatives on the Department, including spouses.
  6. Individuals permitted to ride should not be in a physical or mental condition that would hinder the officer from performing their duties or jeopardize the safety of the rider and/or the officer.

#### **.05 REQUIREMENTS FOR CIVILIAN OBSERVERS**

- A. Release of Liability (SAPD Form #166-AR and Criminal History / Warrant Check)
1. The civilian observer must be at least eighteen (18) years of age or older and have a valid driver's license or identification. Active members of the Department's Explorer Program are exempt from the eighteen (18) years of age requirement, but must meet all requirements of the Explorer Program's General Manual, and approved by the station's Explorer Program coordinator prior to any civilian explorer observer ride. All arrangements and required paperwork for members of the Explorer Program will be handled by the post Supervisor (SAPD Sergeant) or the Post Advisor (SAPD Officer) of the respective Explorer Post. The Post Supervisor or Post Advisor will ensure that all requirements are met and all necessary paperwork and information is provided to the Station Commander, Assistant Station Commander, or Unit/Shift Director of the service area or Unit/Shift where the explorer is requesting to ride.
  2. Prior to a civilian riding with an officer, the civilian must read, understand, and complete SAPD Form #166-AR.
  3. By completing SAPD Form #166-AR, the civilian authorizes and consents to a criminal history / warrant check. A local criminal history (PMNI) and a warrant (PGW1) check will be conducted on the civilian.
- B. Reporting For The Ride Along

1. The civilian observer reports to the designated station or unit fifteen (15) minutes prior to the start of the ride.



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### *Procedure 319 – Civilian Observer Program*

2. The civilian observer must present their drivers license or identification, along with their copy of SAPD Form #166-AR, to the supervisor who is in charge of assigning an officer for the ride. The supervisor verifies the civilian's identification against the information on SAPD Form #166-AR.
3. The supervisor issues the civilian observer a SAPD Form 166-COC, *Civilian Observer Identification Card*, and requires that the civilian wear the identification card along with maintaining a copy of SAPD Form #166-AR with them throughout the duration of the ride.
4. The supervisor introduces the civilian to the officer they will ride with and informs the civilian that the officer or the supervisor may terminate the ride at any time.
5. The civilian observer may terminate the ride at anytime as long as it does not interfere with the officer's immediate responsibilities.

#### C. Dress Code

1. The civilian observer shall wear comfortable, casual, and conservative clothing (i.e., pants and shirt for men, skirt/pants and blouse for women).
2. An observer dressed in inappropriate clothing will not be allowed to ride.

#### D. Conduct During Ride

1. The observer, for his own safety, will follow the instructions of the officer at all times.
2. Conversation with the officer is encouraged as long as it does not interfere with the officer's duties.
3. Firearms or other types of weapons will not be carried by any observer. This includes observers who have a concealed handgun permit and law enforcement personnel from outside agencies.
4. The observer may carry a flashlight, note pad and other equipment that is approved by the officer.
5. The use of audio and video recording devices (including camera phones) during the duration of the ride along is prohibited, unless prior authorization is received from the Police Media Services Detail.

#### E. Conclusion Of The Ride Along

1. At the conclusion of the ride along the observer returns SAPD Form #166-COC and their copy of SAPD Form #166-AR to the assigned officer.
2. The assigned officer returns SAPD Form #166-COC and SAPD Form #166-AR to a supervisor who forwards it to the station commander.

### **.06 STATION COMMANDER RESPONSIBILITIES**

- A. Station commanders ensure that the Civilian Observer Program is implemented and administered according to this procedure.
- B. Station commanders will forward the original SAPD Form #166-AR and a copy of the civilian observer's driver's license or identification to the Office of the Chief. This information will be entered into the Civilian Observer Program database which will be maintained by the Office of the Chief.

### **.07 OFFICER RESPONSIBILITIES**

- A. Instruct the civilian observer on any special requirements prior to the start of the ride along, including:



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### ***Procedure 319 – Civilian Observer Program***

1. Actions to take during dangerous or emergency situations;
  2. When to get in or out of the police vehicle when responding to routine calls.
- B. Any incident involving the civilian observer is documented in a written report by the officer and is routed through the officer's chain of command to The Office of the Chief.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 320 – Solicitation of Support or Assistance*

Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	July 31, 2010 October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form #166-AR SAPD Form #166-COC	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes a solicitation process which members shall follow when soliciting support or assistance for the benefit of the Department, or support or assistance for the benefit of any public or private agency, business, or group.

### **.02 DISCUSSION**

- A. The Department understands that full funding to accomplish all goals and objectives of each unit in the Department is seldom obtained through the budgetary process. Since the Department is committed to the community oriented policing concept, it realizes that the solicitation of support or assistance from the public and private sectors not only brings the Department and the community closer together but also benefits the Department by enabling various units to reach their goals and objectives.
- B. The Department also realizes that various members and units receive requests from public and private agencies, business, and groups asking for their help in obtaining support and assistance from the public and private sectors. This practice of lending help to these groups also benefits the Department by showing the community that departmental members are part of and care about the communities in which they work and live.

### **.03 POLICY**

- A. Members shall not solicit support or assistance of any kind for the benefit of the Department or the benefit of any public or private agency, business, or group except through the solicitation process established in this procedure.
- B. Members shall not handle cash or any other monetary instrument, or become involved in any monetary transaction in the solicitation process.

### **.04 SOLICITATION OF SUPPORT OR ASSISTANCE FOR THE DEPARTMENT**

- A. A member who intends to solicit support or assistance from an agency, business, or individual for the benefit of the Department and reports to a committee or board of directors authorized by the Chief of Police to administer the solicitation process (i.e., PAL, Police Foundation, etc.) shall first submit the solicitation request in writing to the committee or board of directors for approval. The written solicitation request shall contain, as a minimum, the following:
  - 1. No mention or request for monetary funds;
  - 2. The kind of support or assistance requested, other than monetary funds;
  - 3. The unit's departmental need for the support or assistance; and
  - 4. The name and telephone number of a contact person in the unit requesting support or assistance.
- B. Any member of a unit that does not have a committee or board of directors authorized to administer the solicitation process shall submit the solicitation request in writing through the chain of command to a division commander for approval prior to sending the request to any agency, business, or individual.



## **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**

### ***Procedure 320 – Solicitation of Support or Assistance***



#### **.05 SOLICITATION OF SUPPORT OR ASSISTANCE FOR AN AGENCY, BUSINESS, OR GROUP**

- A. Any member of a unit that intends to lend support by soliciting support or assistance of any kind from an agency, business, or individual for the benefit of a public or private agency, business, or group and has a committee or board of directors to administer the solicitation process shall first submit the solicitation request in writing to the committee or board of directors for approval prior to sending the request to any agency, business, or individual. The written solicitation request shall contain, as a minimum, the following:
1. No mention or request for monetary funds;
  2. The agency's, business', or group's needs for support or assistance, other than monetary funds;
  3. Wording to indicate the Department supports and is working with the public or private agency, business, or group and that support or assistance would be appreciated;
  4. The name, address, and telephone number of a contact person for the public or private agency, business, or group in order to obtain information on where to send support or assistance.
- B. Any member or unit that does not have a committee or board of directors authorized to administer the solicitation process shall submit the written solicitation request for support or assistance through the chain of command to a division commander for approval prior to sending the request to any agency, business, or individual.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 321 – Volunteer In Policing Program*

Office with Primary Responsibility:	PSC, PNC	Effective Date: Prior Revision Date:	July 10, 2013 July 31, 2010
Office(s) with Secondary Responsibilities:	TSC, FTC, IDC, SSO	Number of Pages:	3
Forms Referenced in Procedure:	SAPD FORM #37 VIP SAPD FORM #37 VIP 1 SAPD FORM #37 VIP 2 SAPD FORM #37 VIP 3 SAPD FORM #37 VIP 4	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes guidelines for a program which allow citizen volunteers who are not certified peace officers the opportunity to view and help the San Antonio Police Department in the delivery of police services to the community.

### **.02 VOLUNTEERS IN POLICING PROGRAM**

- A. The Volunteers in Policing (VIP) Program is a program that utilizes the voluntary services of local citizens to enhance existing police services and improve the efficiency and effectiveness of the Department.
- B. Citizens, who are interested in volunteering with the San Antonio Police Department, must submit an application to the VIP Program for consideration and approval to participate in any volunteer activities.
- C. Any citizen who satisfactorily completes the application process is eligible for acceptance to the VIP Program.
- D. Citizens who have graduated from the Cellular on Patrol Program or the Citizen Police Academy Program who engage in service to the San Antonio Police Department within a police facility, other than attending or supporting non-profit meetings or training classes, or conducting non-profit recruiting efforts must apply to the V.I.P. VIP Program and complete the VIP Program orientation.

### **.03 APPLICATION PROCESS**

- A. Citizens wishing to volunteer their time to the VIP Program must obtain an application packet from the VIP Coordinator in the Volunteers in Policing Office. Packets may be sent by mail, upon request. Included in the application packets are the following forms:
  1. SAPD Form #37 VIP, *Volunteers in Policing Application*; and
  2. SAPD Form #37 VIP 1, *Authorization For Release of Personal Information*.
- B. Upon receipt of completed application packets, the VIP coordinator verifies the information on the applications and makes an initial assessment of the citizen volunteers.
- C. Citizen volunteers who are selected shall be scheduled for an interview with the VIP coordinator. The interview is designed to determine the citizen volunteers' reasons for volunteering, their time availability, and their identification with departmental goals.
- D. Citizen volunteers passing the interview are asked to sign the following forms;
  1. SAPD Form #37 VIP 2, *Agreement Including Release and Indemnification*; and
  2. SAPD Form #37 VIP 3, *Agreement and Confidentiality Statement*.
- E. Applicants must attend and successfully complete the VIP Orientation Training.
- F. Citizen volunteers completing the application process are placed in a volunteer pool which will match the volunteers' expertise and interests with the task requests received from various departmental units.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 321 – Volunteer In Policing Program*



G. Citizen volunteers who are not accepted for the VIP Program are notified in writing by the VIP Coordinator.

#### **.04 VOLUNTEER ASSIGNMENT AREAS and DUTIES**

- A. Community Outreach Assistant - Volunteers seek out organizations, neighborhood associations and church groups to schedule tours of the Department.
- B. Fingerprint Technician - Volunteers perform non-criminal fingerprinting.
- C. Neighborhood Action Aide - Volunteers contact residents of neighborhood associations to provide assistance with community mobilization and community projects.
- D. Police Information Assistant - Volunteers assist the Police Media Services Detail at Headquarters by answering telephones and assisting the office with required tasks.
- E. Special Projects Assistant - Volunteers assist with special departmental projects sponsored by the police department or projects that are approved by the volunteer group.
- F. Unit Assistant - Volunteers assist a unit with general office work to include basic filing, light typing, and answering telephones.
- G. Photo Lab Assistant – Volunteers assist with customer service, answering phones, release of supplies, picking up and delivering equipment/materials, filing, computer data entry of inventory, photo assignment printouts, stock inventory, and other required tasks.

#### **.05 CITIZEN VOLUNTEER RESPONSIBILITIES**

- A. Dress Code
  - 1. The citizen volunteers wear their VIP shirts or comfortable, casual, and conservative clothing (i.e., pants and shirt for men, skirt / pants and blouse for women).
  - 2. Citizen volunteers dressed in inappropriate clothing will not be allowed to volunteer their time until they comply with the proper dress code for the unit where they are assigned.
- B. Restrictions on Firearms
  - 1. Citizen volunteers will not carry firearms or any other types of weapons while on city property. This includes volunteers who have a concealed handgun permit. City property means the buildings where the volunteers are assigned and the city parking lots where volunteers are authorized to park their personal vehicles.

#### **.06 VIP COORDINATOR RESPONSIBILITIES**

- A. The VIP Coordinator, assigned by the Central SAFFE Sergeant(s), shall be responsible for administering the VIP Program.
- B. The VIP Coordinator's responsibilities include:
  - 1. Implementation of the VIP Program by determining program goals, developing standard operating procedures, and assisting unit/shift directors with volunteer task descriptions;
  - 2. Recruitment of volunteers;
  - 3. Placement of volunteers;
  - 4. Projection of future volunteer staffing needs; and
  - 5. Periodic evaluation of the VIP Program.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 321 – Volunteer In Policing Program*



#### **.07 UNIT/SHIFT DIRECTOR RESPONSIBILITIES**

- A. Unit/shift directors determine the need for volunteers from the VIP Program for their individual units/shifts using such criteria as:
  - 1. Type of work that could be performed by volunteers (filing, typing, answering telephones, etc.);
  - 2. Shortage of full time sworn and non-sworn employees due to vacations, sick leave, injured leave, etc.; and
  - 3. Backlog of work.
- B. Submit SAPD Form #37 VIP 4, *Volunteers in Policing Request Form*, to the Volunteers in Policing Office when a citizen volunteer is needed and can provide a service to the unit.
- C. Provide the citizen volunteer with proper training, parking for personal vehicle, and necessary supplies to perform the assigned tasks. The type of training provided will be documented in a written report to the Volunteers in Policing Office.

#### **.08 VOLUNTEER RECOGNITION**

- A. Citizen volunteers provide an invaluable service to the Department and the City of San Antonio. In recognition of this service, all members, sworn and non-sworn, should take time to recognize citizen volunteers and express their appreciation at every opportunity.
- B. Informal recognition of citizen volunteers for the services they provide should be demonstrated within the unit the volunteer is assigned by appreciation gestures such as birthdays, unit accomplishments, and inclusion in office social events.
- C. Formal recognition of citizen volunteers for the services they provide is demonstrated department-wide by the following events:
  - 1. An annual lunch or dinner with the Chief of Police;
  - 2. Celebration during National Volunteer Week;
  - 3. Quarterly accomplishment meetings;
  - 4. Publicity through newsletters, media, and speaking engagements; and
  - 5. Ride-a-longs with police officers.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 322 – Bicycle Operations

Office with Primary Responsibility:	PSC, PNC	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	CTA, CPS	Number of Pages:	4
Forms Referenced in Procedure:	SAPD Form #19 B Purchase Requisition Form	Related Procedures:	310

### .01 INTRODUCTION

This procedure establishes guidelines for the acquisition, issuance, maintenance, and removal of police bicycles used by the Department and also sets guidelines for the selection and training of officers assigned to bicycle duties.

### .02 POLICY

- A. It is the policy of the San Antonio Police Department to deploy police bicycles to various units throughout the city, making officers more accessible and able to interact with the communities they serve in the furtherance of the community policing philosophy of the Department.

### .03 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Bicycle	Bicycle Coordinator	Bicycle Equipment
Police Bicycle	Police Bike Fleet System” (PBFS)	

### .04 ACQUISITION OF BICYCLES AND EQUIPMENT

#### A. Department Purchase

1. Any unit requesting a bicycle or bicycle equipment shall complete a purchase requisition form, obtain approval through the chain-of-command, and forward the purchase requisition form to the Bicycle Coordinator.
2. The Bicycle Coordinator, after verifying that the requested bicycle or bicycle equipment is not available in current inventory and that funds are available for the purchase, forwards the purchase requisition form to the Fiscal Services Office.

#### B. Donations From Outside Sources

1. Bicycles and bicycle equipment to be donated to the Department by individuals, groups, or other sources outside of the Department must be purchased by the individuals, groups, or other outside sources prior to the donation.
2. Bicycles and bicycle equipment to be donated to the Department must meet San Antonio Police Department written specifications.
3. The donation of bicycles and bicycle equipment must be coordinated through the Bicycle Coordinator and the Fiscal Services Office.
4. Units anticipating the donation of bicycles or bicycle equipment shall notify the Bicycle Coordinator in writing three (3) business days in advance of the donation. If advanced notification of the donation is not made by the outside donor, the Bicycle Coordinator is notified upon acceptance of the donation.
5. Specifications for bicycles and bicycle equipment may be provided to the individuals or groups. The Department shall not recommend a specific vendor for the purchase of bicycles or bicycle equipment or accept cash for the purchase of bicycles or bicycle equipment.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 322 – Bicycle Operations*

#### **.05 BICYCLE CERTIFICATION TRAINING**

- A. Bicycle certification training is considered voluntary and, if necessary, officers must voluntarily change their relief days and duty hours to attend the training. Overtime is not authorized for attending the training. However, officers who qualify for shift differential pay for their regular duty assignments shall receive differential hour's credit for attending the training.
- B. Unit Directors maintain a list of officers who volunteer to receive bicycle certification training and select officers to be trained from the list of volunteers based on the unit needs.
- C. When unit needs arise, unit directors submit requests for officers to receive bicycle certification training through their chain of command to their Division Commanders.
- D. When division commanders determine the need for bicycle certified officers, they notify the Bicycle Coordinator, who schedules a Bicycle Certification Training Class in cooperation with the Training Academy.
- E. Officers who are bicycle certified shall only use police bicycles to perform bicycle patrol duties during their regular duty assignment or at any city overtime assignment. Officers shall not use personally owned bicycles to perform bicycle patrol duties during their regular duty assignment or at any city overtime assignment.
- F. Officers who are not bicycle certified shall not perform bicycle patrol duties during their regular duty assignment or at any city overtime assignment.

#### **.06 ISSUANCE OF BICYCLES AND EQUIPMENT**

- A. Officers who have passed bicycle certification training and are selected by their unit directors to perform bicycle patrol duties may be issued police bicycles by the Bicycle Coordinator.
- B. Officers shall be issued safety equipment, to include helmets, light sets, and equipment bags by the Bicycle Coordinator.
- C. Officers who do not retain their bicycle certification or who are transferred to a unit where they do not perform bicycle patrol duties will return the police bicycles and the bicycle equipment, if issued, to the Bicycle Coordinator.

#### **.07 BICYCLE PATROL DUTY UNIFORM**

- A. Officers assigned to bicycle patrol duties at their regular duty assignments or at off-duty assignments in City facilities and officers in uniform riding their personal bicycles in outside employment shall wear only the Bicycle Patrol Duty Uniform and Accessories as listed in GM Procedure 310, *Uniforms and Dress Codes Appendix*.

#### **.08 RESPONSIBILITIES**

- A. Bicycle Coordinator
  - 1. Determines the specifications for bicycles and bicycle equipment;
  - 2. Approves the purchase and acquisition of bicycles and bicycle equipment;
  - 3. Assigns bicycle control numbers to all police bicycles;
  - 4. Maintains the Department bicycle inventory;
  - 5. Administers the bicycle certification training;
  - 6. Issues bicycle equipment to officers passing bicycle certification training;



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 322 – Bicycle Operations*



7. Coordinates the maintenance and repair of bicycles and bicycle equipment;
8. Removes non-repairable bicycles and bicycle equipment from inventory; and
9. Updates the PBFS computer program;

#### B. Unit Directors

1. Determine the need for bicycle certified officers within their units;
2. Approves officer's request for a bicycle to be issued to him by Bicycle Coordinator;
3. Maintain a sign-out log of officers who borrow other officers' assigned bicycles;
4. Provide for proper storage and security of bicycles; and
5. Assign an officer to act as liaison between the unit and the Bicycle Coordinator.

#### C. Officers

1. Operate assigned bicycle in accordance with unit standard operating procedures;
2. Ensure assigned bicycle receives proper care and maintenance;
3. Immediately report any problems or damage to assigned bicycle; and
4. Return non-repairable bicycles and bicycle equipment to the Bicycle Coordinator.

### **.09 PREVENTIVE MAINTENANCE**

- A. All police bicycles shall receive preventive maintenance service in accordance with a schedule provided by the Bicycle Coordinator.
- B. The preventive maintenance service will consist of cleaning, lubrication, and tune-up of all components and will be performed at the Downtown Bike Unit Office.
- C. The officers will ensure that their assigned bicycles are available on the date the preventive maintenance service is scheduled. (By bringing them to the Downtown Bike Unit Office or having them available for pickup at their station.) Upon completion of maintenance service the officer will be responsible for picking up his bike at the Downtown Bike Patrol Unit Office.

### **.10 BICYCLE REPAIRS**

- A. Bicycles needing repairs are delivered to the Downtown Bike Unit storage and maintenance area by the assigned officers. The assigned officer shall fill out SAPD Form #19-B, *Bicycle Repair Request*, and attach the form to the bicycle.
- B. Officers assigned to bicycle patrol duties shall perform the following types of repairs on their assigned bicycles:
  1. Fix flat tires; and
  2. Adjust seat position.





## **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



### ***Procedure 322 – Bicycle Operations***

- C. Officers needing police bicycles repaired or replaced due to negligence or intentional abuse by the officers may be required to reimburse the City for the cost of repairs or replacement in accordance with the Collective Bargaining Agreement.

#### ***.11 REMOVAL OF BICYCLES AND BICYCLE EQUIPMENT FROM INVENTORY***

- A. An officer assigned a bicycle or bicycle equipment that is non-repairable or has reached the end of its usable life shall notify the Bike Coordinator. If, after an initial inspection, the Bike Coordinator agrees that the bicycle or bicycle equipment needs to be replaced, the assigned officer shall deliver the bicycle or bicycle equipment to the Bicycle Coordinator.
- B. The Bicycle Coordinator, after inspecting the condition of the police bicycle or bicycle equipment, recommends the salvage or disposal of the bicycle or bicycle equipment. Police bicycles and equipment that are to be disposed of are removed from inventory and transferred to the City Store for sale to the public.

#### ***.12 OFF-DUTY USE OF POLICE BICYCLES***

- A. Bicycle certified officers may use their assigned police bicycles in off-duty employment assignments in city facilities when assigned by the Off-Duty Employment Detail. Officers will not use police bicycles that have not been assigned to them in off-duty employment assignments in city facilities without the permission of their unit director and the assigned officer.
- B. Bicycle certified officers may use police bicycles in outside employment only when compensation is made through the police payroll system.
- C. Officers who are not bicycle certified will not use police bicycles.
- D. Officers participating in authorized voluntary rides may use a police bicycle and equipment with permission of their Unit/Shift Director.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 323 – Release of Police Records*

Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form #133-RPR	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes a process for the accountability and responsibility of the release of records by the Records Office of the San Antonio Police Department. This procedure protects the integrity of the Department and safeguards the rights of private citizens from unlawful intrusion.

### **.02 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Computer Hardware  
Personnel Record

Custodian of Records  
Police Record

Local Government Record  
Personnel Record

### **.03 REQUESTS FOR OPEN RECORDS**

- A. Written requests for police records, other than by subpoena or by a Department employee in his official capacity, should be forwarded immediately to the Custodian of Records, or an assigned designee.
- B. Verbal requests for records should be referred to the Custodian of Records.
- C. The sale of records to the public is performed exclusively by the Custodian of Records, or an assigned designee, at the Headquarters Building or one of the decentralized sites.

### **.04 SUBPOENAED RECORDS**

- A. Personnel served with a subpoena duces tecum issued by any entity other than the San Antonio City Attorney's Office or the Bexar County District Attorney's Office will, as soon as possible, forward the subpoena to the SAPD Legal Advisor's Office for review.
- B. Personnel ordered to produce records by way of a subpoena instantier will immediately contact the SAPD Legal Advisor's Office, as such a subpoena requires an immediate response.
- C. When the information sought by subpoena includes personnel records, as opposed to police records, all subpoenas, including those issued by the San Antonio City Attorney's Office, are forwarded to the SAPD Legal Advisor's Office for review.
  - 1. The Legal Advisor's Office will determine the validity of the subpoena and will advise the Department regarding the release of the records sought.
  - 2. The assistance of the Legal Advisor's Office may include the filing of a motion to quash a subpoena.
- D. Personnel ordered by subpoena to produce police records are required to produce only those records in their actual or constructive possession. The Legal Advisor's Office should be consulted with regard to this issue if a question arises.

### **.05 PROFESSIONAL (ON-DUTY) USE OF RECORDS BY PERSONNEL**

- A. Officers may obtain a copy of their reports from the Records Office for incidents they were involved in during the official discharge of their duties, or that they are assigned to investigate, at no charge.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 323 – Release of Police Records*

- B. Officers may review criminal history checks and obtain mug shots of individuals they are investigating as part of their assigned duties as a San Antonio Police Officer. Actual copies of the criminal histories, fingerprint cards, and supplemental reports are only made available to follow-up unit detectives or designated follow-up unit personnel.
- C. Officers seeking to view a follow-up unit case file must obtain permission from the follow-up Unit Supervisor designated as being responsible for the case file. If the officer making the request has a legitimate police reason for viewing the case file, the follow-up unit member responsible for the case file will provide the officer access to the case file.
- D. Any personnel seeking access to a file for personal use shall be denied access and shall be referred to the Custodian of Records regarding their request.

#### **.06 PERSONAL (OFF-DUTY) USE OF RECORDS BY PERSONNEL**

- A. Personnel requesting records for their personal use are treated as open records requests and the request should be forwarded or referred, as applicable, to the Custodian of Records.
- B. Personnel obtaining records for their personal use shall pay the required fee for the records.
- C. Personnel working off-duty as private investigators, consultants, professional witnesses, security officers, or in any other off-duty capacity shall not access departmental records for use in the off-duty work capacity.

#### **.07 ACCESS TO POLICE RECORDS IN THE RECORDS UNIT**

- A. The Administrative Services Manager of Records Office is the official Custodian of Records for the SAPD. Considering the sensitive nature of records under their control, it is necessary to ensure that access to this area is controlled and recorded. Most official business can be conducted at the service windows. In some instances, it may be necessary to go inside the Records Office. All personnel will either sign in at the Security Desk or gain entry using their electronic identification card.
- B. During Normal Business Hours (0800 to 1600 hrs)
  - 1. The Security Desk personnel will no longer “buzz” personnel into the Records Office.
  - 2. Requests for police records during normal business hours must be made at the front counter window (denoting LAW ENFORCEMENT ONLY) for assistance. Requests will be made by completing SAPD Form #133-RPR.
  - 3. Cashiers will assist with requests or access will be granted for entry into the Records Office where someone will personally assist you.
  - 2. Records Office staff members will provide law enforcement personnel with the police records they are authorized to receive.
- C. After Normal Business Hours (1600 hours to 0800 hours)
  - 1. Members requiring access to the Records Office after hours will be required to complete the log located at the Security Desk.
  - 2. The Security Desk Personnel will contact someone within the Records Office to assist with records requests.
  - 3. Security Desk Personnel shall release police records only in accordance with Sections .05 and .06 of this procedure.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 324 – Performance Evaluations

Office with Primary Responsibility:	SSO	Effective Date:	December 20, 2010
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	5
Forms Referenced in Procedures:	SAPD Form #6-PE SAPD Form #6-CDC SAPD Form #6-NAR	Related Procedures:	

### .01 INTRODUCTION

- A. This procedure establishes a performance evaluation system for all sworn members of the San Antonio Police Department.
- B. Non-sworn members are evaluated in accordance with *the City of San Antonio Employee Performance Management and Development System (EPDP)*.

### .02 POLICY

- A. It is the policy of the San Antonio Police Department to use performance evaluations to identify training needs in order to enhance the service expectations, policing styles, and responsibilities of the Department's sworn members to reflect the goals and objectives of the Department and its community policing philosophy.
- B. Performance evaluations are also used as a catalyst for enhancing the career development of sworn members.
- C. Performance evaluations will not be used to determine any type of discipline or to affect promotions or transfers within the Department.

### .03 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Coaching	Counseling	Immediate Notification
Performance Evaluation	Performance Evaluation Period	Planning Session
Rater	Rating Period	Reviewing Officer

### .04 ANNUAL PLANNING SESSIONS AND PERFORMANCE EVALUATIONS

- A. Planning Sessions and Performance Evaluations are conducted annually on all sworn members to provide structure and guidance in developing their performance capabilities and career opportunities.
- B. Planning Sessions and Performance Evaluation are specific to the assignment or rank of the sworn member being evaluated. Both the Planning Session and the Performance Evaluation are documented on SAPD Form #6-PE, *Police (Sworn) Employee Annual Performance Appraisal*. Check the applicable box at the top of the form titled, Planning Session or Annual Evaluation.
- C. The SAPD Form #6-PE used for the annual Planning Session from the prior January will be the form used for the annual performance evaluation conducted in January of the following year. Planning Session forms shall remain in the sworn member's departmental field file. Should the officer transfer to another assignment, the Planning Session form will accompany the officer to the new assignment.
- D. During the rating period, rating officers shall conduct Performance Evaluations on subordinates utilizing the same SAPD Form #6-PE which was completed during the Planning Session from the previous January and can be retrieved from the officer's departmental field file.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 324 – Performance Evaluations*

- E. Performance Evaluations for sworn members who are transferred during a Performance Evaluation period are conducted by the last Supervisor to whom a member is assigned during the Performance Evaluation period. Previous Supervisors should be contacted for input. The Performance Evaluation will be submitted to the reviewing officer by February 15<sup>th</sup> of each year.
- F. Probationary Police Officer Performance Evaluations
  - 1. Probationary police officers are evaluated weekly in accordance with Field Training Officer (FTO) Program SOP 207, *Evaluation Process for Probationary Police Officers*, through their riding phase.
  - 2. Probationary officers who have completed their riding phase are evaluated monthly for the remainder of their probationary period in accordance with Patrol Section SOP 213, *Probationary Police Officer Monitoring Program*.

#### **.05 RATER TRAINING**

- A. All supervisory officers shall receive initial professional and career development coaching, counseling, and performance evaluation training during annual in-service training.
- B. All newly promoted supervisory officers shall receive professional and career development coaching, counseling, and performance evaluation training during their promotional training school. This training is designed to increase knowledge and skill in the following areas:
  - 1. Planning expectations for new Performance Evaluation period;
  - 2. Performance Evaluations; and
  - 3. Career Development Consultation.

#### **.06 ANNUAL PERFORMANCE EVALUATION PROCESS**

- A. Supervisory officers, during the performance evaluation period, shall have the following evaluation responsibilities:
  - 1. Conduct Planning Sessions with all sworn members under their supervision;
  - 2. Consistently observe the sworn member's performance and document observations and events;
  - 3. Continually gather information on performance results and compare with evaluation criteria specific to the sworn member's assignment or rank;
  - 4. Regularly communicate with the sworn member about progress;
  - 5. Immediately document instances of poor performance and provide a copy of the document to the member;
  - 6. Identify systemic, procedural, and performance problems before they impact a sworn member's performance;
  - 7. Set specific goals to correct current performance problems and develop the sworn member's skills through coaching and formal and informal training; and
  - 8. When necessary, propose changes in the sworn member's attitude, work habits, or other key criteria which may be affecting job performance.
- B. At any time during a performance evaluation period, if a Supervisor detects an immediate need to address a training issue, the Supervisor shall document the issue in writing and submit a written report through the chain of command to the Training Advisory Board.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 324 – Performance Evaluations*

- C. Also during the performance evaluation period, all sworn members being evaluated have the following evaluation responsibilities:
1. Identify for his Supervisor any problems which may be affecting his capabilities to successfully operate within an acceptable range of responsibility and productivity;
  2. Identify work performance problems to the Supervisor and cooperate in resolving them by setting mutually agreed upon objectives for improving work performance;
  3. When assigned by a Supervisor, attend and complete training and development activities designed to improve current or future job performance; and
  4. If a sworn member believes performance goals and objectives set by the Supervisor cannot be obtained as a direct result of Supervisory conflict, meet with the Supervisor's Supervisor to mediate mutually agreed upon objectives for improving work performance.
- D. Upon completion of the annual performance evaluation process, Supervisors shall review the criteria contained in SAPD Form #6-PE with members and explain those categories which apply to the member's assignment or rank for the next performance evaluation period.

#### **.07 END OF EVALUATION PERIOD RATINGS**

- A. At the end of the performance evaluation period all sworn members are rated on each category applicable to their assignment or rank listed on SAPD Form #6-PE. Explanations of the ratings are as follows:
- |                               |                               |
|-------------------------------|-------------------------------|
| ♦ <i>N/A</i>                  | ♦ <i>Not Applicable</i>       |
| ♦ <i>Below Expectations</i>   | ♦ <i>Unsatisfactory</i>       |
| ♦ <i>Meets Expectations</i>   | ♦ <i>Acceptable/Competent</i> |
| ♦ <i>Exceeds Expectations</i> | ♦ <i>Superior/Exceptional</i> |
- B. All sworn members are considered to have a rating value of "Meets Expectations" in all listed categories at the start of a performance evaluation period. Movement up and down the rating scale is based on a Supervisor's expectations, observations, documentation, coaching, and counseling of a sworn member.
- C. Category ratings are based on the overall performance of a sworn member. While single incidents may provide an indication of performance, Supervisors are encouraged to consider the totality of a sworn member's performance in light of a single or isolated incident.
- D. Supervisors who give a rating other than "Meets Expectations" in any section of the performance evaluation form must state the reason for the rating in writing in the "comments" section. Written documentation for instances of "Below Expectations" must be included with the original SAPD Form #6-PE for the performance evaluation period being rated.
- E. Members may document, in Part IV of SAPD Form 6-PE, any comments they might have regarding their annual performance evaluation. If additional space is necessary, SAPD Form 65, Interoffice Correspondence is used and becomes part of the evaluation form.

#### **.08 SUPERVISORY REVIEW OF EVALUATION RATINGS**

- A. Upon completion of an annual performance evaluation, the member's Supervisor conducting the evaluation signs the performance evaluation form and delivers the form to a reviewing officer.
- B. The reviewing officer reviews the performance evaluation form for accuracy, completeness, fairness and impartiality on the part of the rater. Reviewing officers shall discuss with the rater any identified or perceived problem found during the review of the evaluation.



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### *Procedure 324 – Performance Evaluations*

- C. A reviewing officer in disagreement with a rater's rating value in any category may require the rater to justify the rating value in writing.
  - 1. If the reviewing officer still disagrees with the rater's assessment of the rating value, he states the reason for his disagreement and records his assessment of the rating value in red ink next to the rater's assessment.
  - 2. Under no circumstances is the reviewing officer to change the rating value given by the rater.
- D. Upon completion of the reviewing officer's assessment of the rater's responsibilities, the reviewing officer shall sign the performance evaluation form in the appropriate box on the second page.
- E. The reviewing officer shall evaluate the rater regarding the fairness and impartiality of ratings given employees, the rater's participation in counseling rated employees, and the rater's ability to carry out the rater's role in the performance evaluation system.

#### **.09 REQUIRED SUPERVISORY CONSULTATIONS WITH SWORN MEMBERS**

- A. Upon completion and supervisory review of a sworn member's annual performance evaluation form, the Supervisor conducts a formal performance appraisal, counseling, and coaching interview with the sworn member.
- B. At the formal interview, the Supervisor reviews with the sworn member the rating value the sworn member received, discusses the level of performance expected, as well as the rating criteria or goals and expectations for the new period. The Supervisor also discusses career development with the sworn member and ensures SAPD Form 6-CDC, *Career Development Consultation*, is completed and attached to the performance evaluation form.
- C. After the end of the formal interview, the sworn member shall sign, date, and receive a copy of his completed annual performance evaluation form. The sworn member may also make written comments in Part IV of the performance evaluation form.
- D. The sworn member's signature on the annual performance evaluation form does not imply agreement or disagreement with the contents of the evaluation, but only that the sworn member has received an evaluation and has been given a copy of the performance evaluation form.
  - 1. If a sworn member refuses to sign his performance evaluation form, the Supervisor so notes and records the reason, if given.
  - 2. If sworn members are unavailable and cannot sign for their annual performance evaluations, the Supervisor will document the reason, place a copy in the sworn member's field file, and route the sworn member's original annual performance evaluation form to the Manpower Allocations Detail.
  - 3. If sworn members are unavailable and cannot sign for their annual performance evaluations, it will be the Supervisor's responsibility to ensure the member personally receives a copy of his evaluation upon his return to duty.

#### **.10 APPEAL PROCESS FOR CONTESTED PERFORMANCE EVALUATIONS**

- A. If a sworn member disagrees with his annual performance evaluation rating, the sworn member shall indicate the disagreement to the Supervisor. If an agreement cannot be reached between the Supervisor and the member, the Supervisor shall inform the sworn member the performance evaluation rating may be appealed to the reviewing officer.
- B. The sworn member's appeal must be in writing using SAPD Form #6-NAR, *Notification of Appeal Rights to Performance Evaluation* and submitted to the reviewing officer within five (5) working days after the sworn member has signed the performance evaluation form. The written appeal must state the reasons for the appeal and the points of disagreement.





## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 324 – Performance Evaluations*



- C. The reviewing officer has ten (10) working days to investigate the appeal and respond to the sworn member in writing as to the findings of the investigation. The decision of the reviewing officer is final.
- D. The written appeal and findings become a permanent part of the original annual performance evaluation form and placed in the Department central personnel files.

#### **.11 ROUTING AND RETENTION OF ANNUAL PERFORMANCE EVALUATIONS**

- A. Supervisors shall make copies of all completed annual performance evaluation forms and new planning session forms, with any attachments, and place the copies in the sworn members' departmental field files.
- B. Reviewing officer shall route all completed original annual performance evaluations forms, with any attachments to the Manpower Allocations Detail by February 28 of each year for processing. All completed annual performance evaluation forms routed within the Department are placed in sealed envelopes prior to being routed.
- C. The Manpower Allocations Detail shall verify there is an accurate accounting of all sworn members' annual performance evaluation forms.
- D. The Manpower Allocations Detail shall forward a copy of any performance evaluation which has a "Below Expectations" rating in any category to the Training Advisory Board for review.
- E. The Manpower Allocations Detail shall forward all original annual performance evaluation forms to the Accounting and Personnel Office.
- F. All annual performance evaluation forms shall remain on file in Accounting and Personnel Office for a period of three (3) years.

#### **.12 CONFIDENTIALITY OF ANNUAL PERFORMANCE EVALUATIONS**

- A. All annual performance evaluations are confidential. Only persons who have a job related interest in reviewing the annual performance evaluations shall have access to the performance evaluations.
- B. A sworn member's performance evaluation is discussed only with the sworn member; their appropriate Supervisor or potential Supervisor, and the reviewing officer.
- C. The only units or personnel who should have access to annual performance evaluation forms are:
  - 1. The sworn member being evaluated;
  - 2. The Supervisor conducting the annual performance evaluation;
  - 3. The reviewing officer;
  - 4. The Manpower Allocations Detail;
  - 5. The Training Advisory Board; and
  - 6. The Accounting and Personnel Office.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 325 – Training and Career Development*

Office with Primary Responsibility:	CTA	Effective Date:	September 1, 2017
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	CPY	Number of Pages:	4
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

- A. This procedure establishes a Training Advisory Board, which operates within the San Antonio Police Department to ensure compliance with TCOLE standards of training and education. Additionally, the procedure outlines training provided to members of the Department.
- B. The Training Advisory Board serves to enhance the career development of members at all levels in the Department through continuing training, as well as providing all members with the opportunity for individual growth within the Department.

### **.02 POLICY**

- A. It is the policy of the San Antonio Police Department to provide all members with the most diverse and comprehensive training and educational opportunities available that are beneficial for the Department and also for the career development of the members.

### **.03 GOALS AND OBJECTIVES**

- A. To provide proper training and development of sworn and non-sworn members of the Department;
- B. To promote productive, efficient, and effective job performance;
- C. To improve the level of individual job satisfaction; and
- D. To enhance the upward mobility of all members.

### **.04 TRAINING ADVISORY BOARD**

- A. The Training Advisory Board was created for the purpose of evaluating the specific training needs of the Department, to include initial licensing training, continuing education for current license holders, and training which meets the goal of career development and promotional education.
- B. Specific duties of the Board include:
  - 1. Evaluating the current training for initial licensing (cadet curriculum) and making recommendations for revisions;
  - 2. Evaluating the continuing education training for current license holders (in-service training) and making recommendations for revisions;
  - 3. Evaluating the Field Training Officer Program (FTOP) and making recommendations for revisions;
  - 4. Evaluating the current promotional training and making recommendations for revisions;
  - 5. Evaluating the career development training for members and making recommendations for future enhancement, and



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## ***Procedure 325 – Training and Career Development***

6. Reviewing the standards for the hiring process and making recommendations to the Department for revisions.
- C. In conducting the Board's specific duties, they may request that a report is made or some other information is provided to them by a training or course coordinator.
- D. All recommendations made by the Board are forwarded to the Office of the Chief for approval. All approved training is coordinated and administered through the Training Academy.
- E. The Training Advisory Board consists of nine (9) members as follows:
  1. The Commander of the Training Academy serves as a non-voting member of the Board.
  2. There are four (4) sworn members from within the Department. One each from the rank of Patrolman, Detective-Investigator, Sergeant, and Lieutenant.
  3. There is one (1) non-sworn member from within the Department.
  4. There are three (3) public members from outside the Department. The public members must be community members or affiliated with one or more of the following: Crime Commission, Citizen's Police Academy, Cellular on Patrol, Texas Education Agency, or the Police Foundation. They must not be otherwise disqualified under Subchapter B, Section 1701.052 of the Occupations Code attachment to the TCOLE Statutes, effective 09/01/99.
  5. A minimum of five (5) voting members must be present to constitute a quorum. A quorum must be present to conduct official business.
  6. Board members serve a minimum of two (2) years. The filling of scheduled vacancies will occur on a staggered basis, such that no more than 50 percent of the Board will be replaced in any one year. Board members are eligible for re-appointment by the Chief of Police.
  7. Board vacancies will be filled by the same procedures for filling beginning positions, as the vacancies occur.
  8. The Board will elect a Chairman and Secretary, to facilitate and record the minutes of the meetings. The Training Academy Staff forwards the minutes to TCOLE.
- F. Selection of Board Members
  1. A notice for the selection of both sworn and non-sworn Board members will be announced in the Daily Bulletin.
  2. All members wishing to be considered for appointment to the Board shall submit a written report to the Commander of the Training Academy. The report should contain information relevant to professional experience, assignment diversity, education, and training.
  3. A notice for the selection of public members will be sent to each non-department group listed in Subsection .04 E4 of this procedure.
  4. Public members wishing to be considered for appointment to the Board shall submit an abbreviated resume to the Commander of the Training Academy. The resume should contain information relevant to professional experience, education, and previous performance in public service-related activities.
  5. The Chief of Police makes all appointments to the Board.



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## ***Procedure 325 – Training and Career Development***

6. Board members are replaced utilizing this procedure on a rotating basis, or as required to fill unscheduled vacancies, from requests for appointment retained on file.

G. The Board shall meet at least once each year to review any new proposed training developments.

### **.05 TRAINING PROVIDED TO MEMBERS**

#### **A. Initial Licensing Training:**

1. Training of police cadets (cadet curriculum) to include all TCOLE required courses. Examples include Penal Code, Code of Criminal Procedures, tactics, physical training, firearms proficiency, driving and dispute resolution.

#### **B. In-service Training:**

1. Annual block of continuing training (minimum block of forty hours), to include TCOLE mandated training, legal updates, and firearms re-qualification.

#### **C. Roll-Call Training:**

1. Training provided to officers at roll-call, generally prior to the start of the officer's tour of duty. This training includes policy and procedure changes, as well as legal updates.

#### **D. Specialized Training:**

1. Training provided for members whose assignment requires greater skills and knowledge than that received in cadet or in-service training. This training is designed to develop and enhance the skills, knowledge, and abilities particular to the specialization.

#### **E. Career Development:**

1. Training provided during a member's tenure and/or in conjunction with a promotion. This training may include areas of specialization designed to provide insight into a subsequent rank, which will assist an individual in preparation for promotional opportunities.

#### **F. Non-Sworn Member Training:**

1. Newly hired non-sworn members shall be provided training, to include, the Department's goals, policies, procedures, and regulations. Non-sworn members shall also receive information regarding their working conditions and their responsibilities and rights as employees.

#### **G. Remedial Training:**

1. Training provided to members who are referred by the Officer Concern Program, a supervisory officer, the Chief of Police, or who are deficient in driving, tactics, firearms, or other areas as identified.

### **.06 TRAINING AVAILABILITY**

#### **A. Training in most of the above listed training categories is available within the Department for all members.**

1. Classroom training is conducted at the Police Training Academy.
2. Field training is conducted by the Field Training Officers Program.



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## ***Procedure 325 – Training and Career Development***

3. Training conducted at the unit level by management or supervisory personnel may consist of supervised on-the-job training and roll-call training.
- B. When a particular type of training is not available within the Department, the training may be provided by an outside agency, if the Department determines the training is beneficial to the member and the Department.

### ***.07 RESPONSIBILITY FOR TRAINING***

- A. The Police Training Academy
  1. The Training Academy provides cadet, in-service, non-sworn, remedial, and career development training.
  2. The Training Academy provides Divisions, Sections, Shifts/Units, and Details with materials necessary for conducting roll-call training.
- B. Divisions, Sections, Units/Shifts, and Details
  1. Management and supervisory personnel are responsible for providing members with advanced, specialized, and roll-call training that is not provided by the Training Academy.
  2. Shifts, Units, or Details will conduct on-the-job training.

### ***.08 ATTENDANCE REQUIREMENTS AND DOCUMENTATION***

- A. All members, sworn and civilian, shall attend authorized Department and outside training programs and/or classes when scheduled to attend. Members shall document their attendance by signing an attendance sheet that is provided by the unit or instructor conducting the training.
- B. Members who are unable to attend a scheduled training program or class should contact the unit or person conducting the training program or class to re-schedule. Excusable reasons for not being able to attend a training program or class are:
  1. Court attendance;
  2. Illness;
  3. Department business when pre-approved by a supervisory officer; and
  4. Any emergency situation that can be documented.
- C. The Training Academy shall document successful completion of Departmental training programs and classes for sworn members in the members' personnel training files.
- D. The Accounting and Personnel Office shall document successful completion of departmental training programs and classes, for non-sworn members, in the members' personnel training files.
- E. Officers successfully completing training programs and classes held outside of the Department should present certificates of completion to the Training Academy for entry into their personnel training files.

### ***.09 CAREER DEVELOPMENT PROGRAM***

- A. The Career Development Program is designed to provide sworn and non-sworn members with the opportunity for individual growth and development at all levels in the Department.



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### ***Procedure 325 – Training and Career Development***

- B. The mission of the Career Development Program is to provide all members the opportunity to enhance their personal and professional need for growth, development and knowledge to foster job satisfaction and promote strong leadership. The program is designed to train and educate members in areas specific to law enforcement to enhance the delivery of police services that benefits both the Department and the community.
- C. The Career Development Program will enable the Training Academy staff to integrate a web-based system and streamline current processes that are required by TCOLE. The web-based system, Training Academy On-Line, is located in the SAM Resources Section of the SAPD WEB intranet. Members will have the opportunity to view scheduled courses and enroll in a course, as availability permits.



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## Procedure 326 – Administrative Reporting Program

Office with Primary Responsibility:	COP	Effective Date:	November 10, 2015
		Prior Revision Date:	February 19, 2014
Office(s) with Secondary Responsibilities:	COB	Number of Pages:	6
Forms Referenced in Procedure:	None	Related Procedures:	None

### .01 INTRODUCTION

- A. This procedure establishes an Administrative Reporting Program; it identifies the types of administrative reports generated by the Department and assigns responsibilities for the production and dissemination of the various reports.
- B. The San Antonio Police Department maintains high standards of operation. Therefore, all Department employees will support the Department's role in complying with required documentation by submitting complete, timely and accurate documents, as required by this procedure.
- C. All bureaus, divisions, sections, units, shifts, details and offices will be subject to an audit, assessment, or review as determined by the Chief of Police, his designee, or when necessary as set forth in General Manual Procedure 329, *Proactive Reviews And Assessments*.
- D. In order to maintain uniform compliance throughout the Department, the Quality Assurance Unit will periodically conduct audits, assessments and reviews, adhering to General Manual Procedure 329.

### .02 PURPOSE

The Administrative Reporting Program is designed to ensure information regarding daily, weekly, monthly, quarterly, semi-annual, annual, biennial and triennial operational activities and statistics is communicated throughout the Department and to any mandated outside agencies.

### .03 DEFINITIONS

“Administrative Reports” mean reports generated on a daily, weekly, monthly, quarterly, semi-annual, annual, biennial or triennial basis, when applicable, that inform officers of operations or activities within the Department.

### .04 ADMINISTRATIVE DAILY REPORTS

	Report Name	Prepared By	Purpose of Report	Routing
A.	Daily Bulletin	Office of the Chief Records Office	Report of General Information	All Personnel
B.	Newsworthy Events Notification	Supervisors	Pursuits/ Critical Incidents/ Unusual Occurrences/ Police Incidents	Chain of Command to the Chief of Police and Police Media Services
C.	Daily Crime Statistics	Crime Analysis	Service Area Crime Statistics	Patrol Section Commanders
D.	Daily Duty Status List	Patrol Divisions	Status of Officers Injured/Special Assign.	Chief of Police Section Offices Manpower Allocations



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## *Procedure 326 – Administrative Reporting Program*

E.	Interoffice Memo	Any Member	To Clarify, Inform, Inquire	Within Division
F.	Interoffice Correspondence	Any Member	To Clarify, Inform, Inquire	Outside Division
G.	Interdepartmental Correspondence	Any Member	To Clarify, Inform, Inquire	Within City

### **.05 ADMINISTRATIVE WEEKLY REPORTS**

	Report Name	Prepared By	Purpose of Report	Routing
A.	Patrol Division SCHARDS Weekly Manpower List	Manpower Allocations	Service Area Manpower Listing	Chief of Police Patrol Division Offices
B.	City View Crime Statistics	Geographical Info Services	City Wide Crime Statistics	Chief of Police Command Staff
C.	Probationary Police Officer Evaluations (First 30 Weeks)	FTO Supervisor	Performance Evaluations	FTO Lieutenant

### **.06 ADMINISTRATIVE MONTHLY REPORTS**

	Report Name	Prepared By	Purpose of Report	Routing
A.	Uniform Crime Report Summary	Uniform Crime Reporting Detail	Part I and II Crime Offenses	Chief of Police DPS
B.	Officer Monthly Activity Report	All Officers	Report of Monthly Activities	Supervisors Section Office Division Office
C.	Probationary Police Officer Evaluations (Last 22 Weeks)	FTO Supervisor	Performance Evaluations	FTO Lieutenant
D.	Alternate Source of Power	Holt Caterpillar, Inc. (Private Contractor)	Inspection and Test of Alternate Power Source	Facilities Management
E.	Fiscal Management Status Report	Fiscal Services Office	Monthly Status Report	Chief of Police
F.	Use of Force Summary	Internal Affairs	Monthly Summary	Chief's Use of Force Review Board



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## *Procedure 326 – Administrative Reporting Program*

### **.07 ADMINISTRATIVE QUARTERLY REPORTS**

	Report Name	Prepared By	Purpose of Report	Routing
A.	Quarterly Cash Activity Report	Accounting and Personnel Office	Accounting of All Cash Activities	Chief of Police Service and Support Bureau
B.	Community Relations Quarterly Report	SAFFE Detail Supervisors	Statement of Community Policing Efforts	Chief of Police Patrol Divisions
C.	Inspection of Equipment for Operational Readiness	Tactical Response Teams	Inspection of Equipment Utilized for Critical Incidents	Chief of Police Tactical Support Division

### **.08 ADMINISTRATIVE SEMI-ANNUAL REPORTS**

	Report Name	Prepared By	Purpose of Report	Routing
A.	Held Property Inspection Report	Property Room and Asset Seizure Supervisor	Inspection of Property Held by Department	Chief of Police Service and Support Bureau

### **.09 ADMINISTRATIVE ANNUAL REPORTS**

	Report Name	Prepared By	Purpose of Report	Routing
A.	Annual Report	Police Media Services	Annual Statistics	Chief of Police City Manager
B.	Annual UCR Summary	Uniform Crime Reporting Detail	Annual UCR Statistics	Chief of Police Records Office DPS
C.	Performance Evaluations	Supervisory Officers	Annual Evaluations	Manpower Allocations Accounting and Personnel
D.	Use of Force Analysis	Internal Affairs Unit	Analysis of Use of Force Reports	Chief of Police
E.	Use of Force Policies Training and Proficiency with Lethal and Electronic Controlled Weapons	Training Academy	Training on Use of Force Policies and Proficiency with Lethal and Electronic Controlled Weapons	Chief of Police
F.	Statistical Summary of IA Investigations	Internal Affairs Unit	Statistical Summary of IA Investigations of Complaints Against Officers	Chief of Police Public
G.	Juvenile Programs Evaluations	SAFFE Detail Supervisors	Evaluation of Programs Related to Juveniles	Chief of Police Patrol Divisions





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## *Procedure 326 – Administrative Reporting Program*

H.	Test of Alternate Power Supply	Holt Caterpillar, Inc. (Private Contractor)	Ensure Continued Operation of Emergency Communication Equip.	Chief of Police Facilities Management
I.	Annual In-Service Training Summary	Training Academy	Notification to TCOLE of Officers Completing In-Service Training	Chief of Police TCOLE
J.	Annual Training Committee Summary	Training Advisory Board	Identification of Training Needs	Chief of Police Training Academy
K.	Goals and Objectives	Bureau Commanders Division Commanders	Update of Goals and Objectives	Chief of Police Bureau Offices
L.	Unit Budget Recommendations	All Unit Directors	Yearly Budget Process	Fiscal Services Office Division Offices Section Offices
M.	Specialized Assignment Evaluations	Patrol Divisions and Tactical Support Division Commanders	Evaluation of Specialized Assignments in Divisions	Chief of Police Bureau Commanders
N.	Property Room / Asset Seizure Detail Property Audits	By Supervisor Not Assigned to Property Control Function	Audit of Property Held by Department	Chief of Police Service and Support Bureau
O.	Property Room / Asset Seizure Detail Property Unannounced Inspection	As Directed by Chief of Police	Inspection of Property Storage Areas	Chief of Police Service and Support Bureau
P.	Racial Profiling Report (State mandated)	Research and Planning Geographical Info. Serv.	Administrative Review of Agency Practices	Chief of Police
Q.	Employee Grievance Analysis	Office of the Chief Human Resources	Analysis of Grievances for Sworn and Civilian Employees	Chief of Police
R.	Officer Concern Program Evaluation	Officer Concern Program Coordinator	Evaluation of the Officer Concern Program	Chief of Police Professional Standards
S.	Analysis of Vehicle Pursuits	Patrol Division Offices	Analysis of Vehicle Pursuits Reports	Chief of Police Operations Bureau
T.	Review of Criminal Intelligence Procedures and Processes	Southwest Texas Fusion Center	Review of Procedures and Processes	Chief of Police Fusion/Intel. Section
U.	"All Hazard" Plan Training	Homeland Security and EOC Sect. Commander	Report on Training for Affected Agency Personnel	Chief of Police Tactical Support Div.



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## *Procedure 326 – Administrative Reporting Program*

V.	Locations of Adult School Crossing Guards	School Crossing Guard Supervisor	Identification of Locations Requiring Adult School Crossing Guards	Tactical Support Division
W.	Central Records Computer System Audit	Information Systems	Audit of Passwords	Service and Support Bureau
X.	Evaluation of Selective Traffic Enforcement Activities	Traffic Section Commander	An evaluation of all Current Selective Traffic Enforcement Activities	Chief of Police Patrol Divisions Tactical Support Division
Y.	Standard Operating Procedures	Bureau/Division/Section Commanders	Reflect most current guidelines for achieving uniformity in the performance of tasks and improving job awareness among members of a bureau, division, section, unit, shift, detail or office within a particular division	Through Chain of Command; to Division Commanders and the Quality Assurance Unit

### **.10 ADMINISTRATIVE BIENNIAL REPORTS**

	Report Name	Prepared By	Purpose of Report	Routing
A.	Ethics Training	Training Academy Human Resources Dept.	Document Ethics Training for All Agency Personnel	Chief of Police
B.	Training on Use of Force Policies and Less Lethal Weapons Proficiency	Training Academy	Report on In-Service Training on Use of Force Policies and Less Lethal Weapons	Chief of Police TCOLE

### **.11 ADMINISTRATIVE TRIENNIAL REPORTS**

	Report Name	Prepared By	Purpose of Report	Routing
A.	Workload Assessments	Division Offices	Periodic Workload Assessments of Divisions	Chief of Police Bureau Commanders
B.	Training on Dealing with Persons Suffering from Mental Illness	Training Academy Records Office	Training of Agency Personnel on Dealing with Persons Suffering from Mental Illness	Chief of Police
C.	Crime Prevention Programs	SAFFE Detail Supervisors	Evaluation of Crime Prevention Programs	Chief of Police Section Commanders
D.	Citizen Survey	As Directed by the Chief of Police	Survey of Citizen Attitudes and Opinions in Reference to Agency Performance	Chief of Police Public
E.	Victim / Witness Assistance Needs	Victim Advocacy Office	Review of Victim/Witness Assistance Needs and Available Services	Chief of Police



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 327 – Jurisdictional Boundaries*

Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	1
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure provides officers with the necessary information to determine the geographical boundaries of the Department's jurisdiction.

### **.02 POLICY**

- A. Officers shall be aware of all geographical boundaries of the Department's jurisdiction prior to responding to any dispatched or on-site call prior to taking any police action.
- B. The Department shall be responsible to ensure that officers are provided with jurisdictional boundaries through maps, and when in question shall refer to city ordinances which are on file in the City Clerk's Office.

### **.03 PROCEDURE TO DETERMINE GEOGRAPHICAL BOUNDARIES**

- A. Any officer dispatched to a call or an on-site incident that is in close proximity to any geographical boundary of the City of San Antonio shall determine if the location of the call or incident is within the corporate limits of the City of San Antonio prior to responding to the call or incident.
- B. If an officer cannot determine if the location of the call or incident is within the corporate limits of the City of San Antonio, the officer shall contact the Communications Unit information channel for clarification.
- C. When an officer has determined that a dispatched call or on-site incident is outside the geographical boundaries of the City of San Antonio, the officer shall advise the dispatcher and request that the call be sent to the law enforcement agency that has official jurisdiction.
  - 1. If the officer is close to the location of the call and with approval from the dispatcher or a supervisory officer, the officer shall advise the complainant that he does not have jurisdictional authority to handle the call; or
  - 2. If the call is of an emergency nature, the officer shall advise the dispatcher.

### **.04 COMMUNICATIONS UNIT RESPONSIBILITIES**

- A. The Communications Unit, upon request, shall provide officers with information on the geographical boundaries of the Department's jurisdiction.
- B. The Communications Unit may use any available official maps, charts, or other documents to determine the geographical boundaries.
- C. When the Communications Unit is unable to determine the exact geographical boundaries, other city departments, such as Public Works, Planning and Development Services, or Fire Department may be contacted to obtain the necessary information.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 328 – Volunteer Chaplaincy Program

Office with Primary Responsibility:	COP	Effective Date:	November 23, 2011
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

### .01 INTRODUCTION

This procedure informs officers of the existence of the Volunteer Chaplaincy Program and identifies the services that the program provides to officers and their families.

### .02 PURPOSE

- A. The Volunteer Chaplaincy Program is designed to provide all members of the Department with the services of volunteer chaplains on an on-call basis for spiritual guidance and assistance in the time of need.
- B. The Program may provide spiritual guidance to residents of the City of San Antonio in crisis situations and experiences when police officers have become involved and where citizens have requested such help.
- C. The Program also provides a link in communication between persons in crisis and their own spiritual advisor. The Program is not intended to replace the officer's or citizens own pastor, priest, rabbi, or other spiritual counselor. The Program may serve as a referral source at the request of the officer or citizen.

### .03 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Catastrophic Illness  
Serious Bodily Injury

Chaplain Coordinator  
Volunteer Chaplain

Police Department Chaplaincy Liaison Officer  
Volunteer Chaplaincy Program Board

### .04 VOLUNTEER CHAPLAINS

- A. Volunteer chaplains are clergy appointed by the Chief of Police to participate in the Volunteer Chaplaincy Program.
- B. Upon notification of an officer's death, serious bodily injury, any incident in which an officer suffers a gunshot wound (regardless of severity), or catastrophic illness, a chaplain shall initiate the Volunteer Chaplaincy Program and provide the level of assistance that is prescribed in this procedure.

### .05 SERVICES PROVIDED

- A. Death of Active Duty Officer
  - 1. Assists with notification of next of kin, if death occurs on duty;
  - 2. Provides beneficial support to members in the event of a traumatic or crisis situation as requested. The chaplain in coordination with the Psychological Services Office and the Family Assistance Program will be aware of what the community helping resources are and how to make referrals to them; and
  - 3. Provides members and/or their families with confidential counseling as requested.
- B. Death of Retired Officer
  - 1. Provides family counseling and advice, if requested.
- C. Serious Bodily Injury or Catastrophic Illness to Active Duty Officer
  - 1. Assists with notification of next of kin, if requested; and



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### ***Procedure 328 – Volunteer Chaplaincy Program***



2. Provides family counseling and advice, if requested.

#### **.06 VOLUNTEER CHAPLAINCY BOARD**

- A. The Volunteer Chaplaincy Board has the following responsibilities:
  1. Considers and approves applicants for participation in the Volunteer Chaplaincy Program before submittal to the Chief of Police for final approval;
  2. Serves as the planning, evaluating and consulting team with whom the Department relates; and
  3. Makes recommendations regarding policy and procedural changes to the Office of the Chief.

#### **.07 CHAPLAINCY LIAISON OFFICER**

- A. Serves as contact person for the Department and the participating clergy members.
- B. Monitors the performance of the Volunteer Chaplaincy Program and Volunteer Chaplaincy Board.
- C. Assists with planning and coordinating training sessions for the volunteer chaplains.

#### **.08 NOTIFICATION PROCESS**

- A. A Department volunteer chaplain will be notified by the Family Assistance Program Officer when an on-duty officer:
  1. Is killed;
  2. Receives serious bodily injury; to include any incident in which an officer suffers a gunshot wound (regardless of severity); or
  3. An officer involved shooting occurs. Need will be determined by the Psychological Services Office Representative.
- B. A Department volunteer chaplain will be notified by any member when an off-duty officer:
  1. Has died;
  2. Receives serious bodily injury; or
  3. Suffers a catastrophic illness.
- C. Any member having a need to contact a volunteer chaplain should contact the Chaplains' Hotline at 207-7159, or the Office of the Chief.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## Procedure 329 – Proactive Reviews and Assessments



Office with Primary Responsibility:	COP	Effective Date:	February 19, 2014
		Prior Revision Date:	September 23, 2013
Office(s) with Secondary Responsibilities:	COB, CSB, SSB, PSC, PNC, SAS, TSC, FTC, IDC	Number of Pages:	3
Forms Referenced in Procedure:	None	Related Procedures:	None

### .01 INTRODUCTION

- A. This procedure establishes guidelines for conducting Proactive Reviews of the various organizational components throughout the Department.
- B. This procedure also establishes guidelines for Proactive Assessments of organizational components to ensure all administrative and operational activities, facilities, property, equipment, and personnel are in compliance with established standards.

### .02 DISCUSSION

- A. Proactive Reviews and Proactive Assessments allow for evaluating the quality of the Department's operations, ensuring that departmental goals are being pursued, identifying the needs for additional resources, and ensuring that control is maintained throughout the Department.
- B. The Command Staff will, on a yearly basis, identify which areas of the Department will be reviewed annually. This listing will be announced by November 30th of each year.
- C. The Chief of Police or his designee, when necessary (in special cases) will assign Proactive Reviews and Proactive Assessments to personnel who are best able to perform the given tasks.
- D. The Quality Assurance Unit will be tasked with conducting periodic Audits, Operational Assessments, Compliance Reviews, Risk Assessments, and Efficiency Reviews based upon appropriate requests and in conformance with General Manual Procedure 326, *Administrative Reporting Program*.

### .03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Audit: The audit process is an essential mechanism for evaluating the quality of the Department's operations, ensuring that the department's goals are being pursued. It is a systematic and independent examination of data, statements, records, documentation, operations and performances of bureaus, divisions, sections, units, shifts, details and offices in order to ensure that control and integrity are maintained throughout the department.

Efficiency Review: means an examination, generally unscheduled, conducted regarding an organizational component's compliance with the General Manual, Standard Operating Procedures (SOP), goals and objectives, and budgetary accounts.

Compliance Review: means a follow-up examination to evaluate the progress an organizational component has made toward correcting the deficiencies found in an Efficiency Review.

Operational Assessment: means a comprehensive examination conducted on an organizational component of the Department to evaluate the quality of their overall performance, in meeting its goals and objectives.

Risk Assessment: means an unscheduled examination conducted regarding specific critical issues within an organizational component of the Department.

### .04 PROACTIVE REVIEWS



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### *Procedure 329 – Proactive Reviews and Assessments*



- A. Proactive Reviews will be conducted by supervisory officers assigned to the Quality Assurance Unit or, in special cases, by personnel specifically assigned by the Chief of Police or his designee.
  - 1. Supervisory officers and/or personnel conducting Proactive Reviews do so under the authority and responsibility granted by the Chief of Police.
  - 2. All Proactive Reviews will be conducted in accordance with the Quality Assurance Unit Standard Operating Procedures (SOP) and General Manual Procedure 326, *Administrative Reporting Program*.
- B. Efficiency Review
  - 1. Efficiency Reviews to be conducted are identified by the Chief of Police, his designee, or the Quality Assurance Unit Director.
  - 2. Efficiency Reviews are conducted in the same manner as Operational Assessments, except that they are generally unscheduled and narrower in scope than an Operational Assessment.
  - 3. If an Efficiency Review reveals the need for a more comprehensive analysis, a Risk Assessment or Operational Assessment may be conducted at the direction of the Chief of Police or his designee.
  - 4. At the close of an Efficiency Review, reviewing personnel will complete an Efficiency Review Report within fifteen (15) working days. Copies of the report are routed to the following personnel:
    - a. The Office of the Chief;
    - b. The appropriate Bureau and Division Commanders; and
    - c. The Commander, Director, Manager, or Supervisor of the organizational component being reviewed.
- C. Compliance Reviews
  - 1. Compliance Reviews are follow-up reviews to document the progress made toward implementation of any recommendations made at the close of an Operational Assessment or an Efficiency Review.
  - 2. Compliance Reviews will generally be required at intervals of thirty (30), ninety (90), and one hundred twenty (120) days.
  - 3. At the close of Compliance Reviews, reviewing personnel complete a Compliance Review Report within fifteen (15) working days. Copies of the report are routed to the following:
    - a. The Office of the Chief;
    - b. The appropriate Bureau and Division Commanders; and
    - c. The Commander, Director, Manager, or Supervisor of the organizational component being reviewed.

#### **.05 PROACTIVE ASSESSMENTS**

- A. Proactive Assessments will be conducted by supervisory officers assigned to the Quality Assurance Unit or, in special cases, by personnel specifically assigned by the Chief of Police or his designee.
  - 1. Supervisory officers and/or personnel conducting Proactive Assessments do so under the authority and responsibility granted by the Chief of Police.



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### *Procedure 329 – Proactive Reviews and Assessments*



2. All Proactive Assessments will be conducted in accordance with the Quality Assurance Unit Standard Operating Procedures (SOP).

#### B. Risk Assessments

1. Critical issues to be assessed are identified by the Chief of Police or his designee.
2. Most Risk Assessments are conducted in the same manner as Operational Assessments, except that they are unscheduled and no advance notice is given to the organizational components to be assessed.
3. Due to the sensitive nature of some Risk Assessments, the standard process can be altered at anytime, at the direction of the Chief of Police or his designee.
4. At the close of Risk Assessments, reviewing personnel complete a Risk Assessment Report within thirty (30) working days. The sealed report is routed to the Office of the Chief.

#### C. Operational Assessment

1. Organizational components are selected for Operational Assessment using the following criteria:
  - a. Organizational components which have not been reviewed within the past three years;
  - b. Requests from a Bureau/Division Commander or the Office of the Chief; or
  - c. Organizational components with problems achieving established performance standards.
2. Selected organizational components will receive advance notice of an Operational Assessment.
3. During Operational Assessments, if minor deficiencies are identified, the Unit Directors will be given an opportunity to correct the deficiencies prior to the close of the assessment.
4. Reviewing personnel will complete an Operational Assessment Report within thirty (30) working days. The report is routed to the following personnel and functions:
  - a. The Office of the Chief;
  - b. The appropriate Bureau and Division Commanders;
  - c. Other Commanders, as appropriate.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 330 – Social Media*

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	November 10, 2015 July 18, 2014
Office(s) with Secondary Responsibilities:	COB, CSB, SSB	Number of Pages:	3
Forms Referenced in Procedure:	None	Related Procedures:	200, 303, 307, 918

### **.01 INTRODUCTION**

This procedure establishes guidelines regarding appropriate content for personal, social networking websites, web pages and other electronically transmitted or hard copied material with respect to the use of the San Antonio Police Department's images, material, logos, video, data, information, or references to those entities. The purpose is to ensure that members use appropriate discretion in the use of information and references to the San Antonio Police Department so as not to discredit the department; to safeguard the release of information to unauthorized persons regarding crimes, accidents, police incidents or police training; and to confirm that all members treat the official business of the Department as confidential as applicable by law or departmental policy. This policy is not intended to obstruct the professional development of any member or to infringe upon any member's protected rights to include communication, speech, or expression. Lastly, this policy serves to remind all members that any unsolicited information brought to the Department's attention may be used by the Department for administrative purposes as applicable to standing rules, regulations, policies, practices, and procedures.

### **.02 DISCUSSION**

All members of the San Antonio Police Department are reminded that integrity, ethics, and professionalism are paramount staples in the law enforcement community. Members are held to the department's elevated standards of conduct whether on or off duty. All members must avoid any conduct which would compromise the integrity of the Department; undermine the public's confidence in this agency; compromise operational and officer security; and/or adversely affect ongoing criminal, civil, or disciplinary cases; or bring reproach or liability upon the Department as a whole.

### **.03 TERMINOLOGY:**

- A. **BLOG:** A commentary or self-published journal allowing visitors to post comments, feedback, or reactions.
- B. **COMMENT:** Expressing a reaction or opinion on a webpage through remarks, in text, or video.
- C. **CONCERTED ACTIVITY:** Activity that is protected under federal labor law.
- D. **DATA EXTRACTION:** The process of extracting and/or finding pertinent data from an array of social media and internet related sources. This process can be used as an investigative tool due to the frequency of persons often posting information about crimes they have committed on social media websites.
- E. **FOLLOW:** Term closely associated with social media websites, referring to one being able to see others updates in their personal timeline. Followers are people who receive updates (e.g. Twitter, Facebook, etc.)
- F. **OFF-DUTY:** Time frame outside of a regular tour of duty and/or assigned duties.
- G. **ON-DUTY:** A regular tour of duty and/or assigned duties, participant in a special assignment for the department, or when an incident occurs requiring members to act in the capacity of a police officer.
- H. **PAGE:** A particular section of a social media website where the material included is managed and displayed by an individual(s) with administrator rights.
- I. **PODCAST:** A program (audio or video) made available in digital format for automatic download over the Internet



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- J. **POST:** An item inserted into a blog, or an entry to any type of computerized bulletin board, forum, or social media site; the act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video, or any other multimedia file.
- K. **SOCIAL MEDIA:** On-line sources that allow people to communicate, share, and/or exchange information with others via some form of on-line or cellular network platform. Information may include, but is not limited to, text, photographs, video, audio, and other multimedia files.
- L. **SOCIAL NETWORKING:** The development of social and professional contacts; the sharing of information and services among people with a common interest.
- M. **SPEECH:** Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- N. **TWEET:** A posted message on the social networking website Twitter.
- O. **VLOG:** Similar to a blog except it is presented as video instead of text.
- P. **WEB SITE:** A site (location) on the World Wide Web (www). Each web site contains a home page, which is the first document users see when they enter the site. The site might also contain additional documents and files. Each site is owned and managed by an individual, company, or organization. This is a broadly used term generically covering the various social media sites as well as news, information, and other similarly organized locations on the World Wide Web.
- Q. **WIKI:** Web pages that can be edited collaboratively. Wikipedia is a well known example, but wiki can be dedicated to any topic.

### ***.04 POLICY***

It is the policy of the San Antonio Police Department that all existing laws, rules, regulations, policies, procedures, and directives that govern on and off duty conduct are applicable to conduct associated with a member's use or participation with social media and networking. When engaging in social networking, to include but not limited to YouTube, Facebook, Instagram, Twitter, etc., members will strictly adhere to any and all directives listed within this policy. The San Antonio Police Department recognizes two general categories of social media usage among members. These categories include departmental use of social media and personal use of social media.

#### ***A. Department-Authorized Use of Social Media***

The use of social media for the specific purpose of assisting the Department and its personnel in community outreach, problem solving, investigation, crime prevention, and/or other Department related objectives may be done only with prior written authorization by the Chief of Police or his designee. Members seeking to represent the Department via social media outlets **shall** obtain written permission from the Chief of Police, or his/her designee, prior to engaging in such activity. In addition to the General Manual, SOPs, and rules and regulations set forth in the City of San Antonio-Social Media Directive (AD 6.15), the following provisions **shall** apply to department-authorized use of social media upon obtaining authorization:

1. Properly identify themselves as a member of the Department except in instances whereby proper identification poses a risk to officer safety or may impede the progress of a criminal investigation. Members with permission from the Chief of Police or his/her designee may exclude Department membership from their profiles.
2. At all times, conduct themselves as representatives of the Department and, accordingly, adhere to all policies, procedures, standards of conduct, and observe conventionally accepted protocols and proper decorum.
3. Observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.



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4. Department members **shall** not under any circumstances make statements about the guilt or innocence of any suspect or arrestee, or comments concerning pending prosecutions in accordance with GM Section 200, *Rules and Regulations* and Procedure 307, *Public and Media Information*.

### ***B. Personal Use of Social Media***

1. There is no reasonable expectation of privacy when engaging in social networking online while using City assets or during a member's working hours. As such, the content of social networking websites may be obtained for use in criminal trials, civil proceedings, and administrative investigations.
2. Members are prohibited from posting, transmitting, and/or disseminating any pictures, recordings, or videos of official Department training, activities, or work-related assignments without written permission of the Chief of Police or designee, through the Public Information Office (PIO). Furthermore, members are prohibited from posting, transmitting, and/or disseminating any pictures, recordings, information, or videos that are in violation of any provisions of the General Manual, and/or information that is not deemed as a "concerted activity" as defined by the National Labor Relations Board.
3. Any member becoming aware of or having knowledge of a posting or of any website or web page in violation of the provisions of this policy **shall** immediately notify his/her supervisor, in writing, for follow-up action.
4. Sites deemed inappropriate, whether an employment association or not, bringing discredit to this Department or to a member, or promoting or encouraging misconduct, whether on or off duty, may be investigated in accordance with GM Proc. 303, *Disciplinary Procedures*.
5. All members **shall** treat the official business of the Department as confidential and will comply with GM Section 200, *Rules and Regulations* and Proc. 307, *Public and Media Information*.
6. Members **shall** state that the views and opinions expressed on a social media site are the member's personal views and not those of the San Antonio Police Department by incorporating a disclaimer indicating this on their personal page.
7. Members are prohibited from using ethnic slurs, profanity, personal insults, and material harassing in nature, defamatory, fraudulent, or discriminatory, or other content or communications that would not be acceptable in a City workplace under City or agency policy or practice.
8. Members are prohibited from displaying or posting sexually explicit images, videos, cartoons, jokes, messages or other material that would be considered violations of the City policy preventing sexual harassment in the work place and/or GM Proc. 918, *Harassment / Discrimination in the Workplace*.
9. Members shall not post, share, text, "tweet," photos; comments; videos; or other representations of police related calls, incidents, scenes or training without the prior approval of the Chief of Police or Police Media Services; unless such posting or sharing is for a legitimate police or investigative purpose.



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## *Procedure 401 – Offense/Incident/Supplemental Reports*

Office with Primary Responsibility:	SSB	Effective Date: Prior Revision Date:	December 21, 2016 December 09, 2014
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, TSD, FCD, IDC	Number of Pages:	5
Forms Referenced in Procedure:	SAPD Form #2-2 SAPD Form #2-3 SAPD Form #2-2S	Related Procedures:	407, 610, 707, 708

### **.01 INTRODUCTION**

- A. The purpose of this procedure is to establish guidelines for the preparation of the Department's Offense/Incident/Supplemental Reports. These guidelines are to be followed should the Automated Field Reporting System (AFR) be off line at the time of the report.
- B. The specific instructions for the completion of the offense report are found in the Training Bulletin titled, "Field Note Offense Report Instructional Guide." This publication is available from the Training Academy upon request and the department's website: <https://sapdweb/Default.asp>. (under *Police Training Bulletins*).

### **.02 DISCUSSION**

- A. *Offense Reports, Incident Reports, and Supplemental Reports* will be completed on SAPD Form #2-2, *Offense/Incident/Supplemental Report*. Offense Continuation information will be completed on SAPD Form #2-3, *Offense/Incident/Supplemental Report (Continuation)*. These reports are used to document criminal offenses and other types of police incidents.
- B. All reports require a case (assignment) number. A suffix number is only added in instances of multiple offenses (i.e., 123456/01 and 123456/02). A case number without a suffix number is presumed to have a suffix of "01."

### **.03 REPORTS**

#### **A. Offense Report**

1. An Offense Report is completed by an officer who is assigned report responsibility for a reported offense or who files a complaint, as well as for specific special issues (listed in Subsection .04).
2. When completing an Offense Report, the officer will mark the box titled "OFFENSE" on SAPD Form #2-2.
3. SAPD Form #2-2 is used for all occurrences prescribed in Section .05 of this procedure.
4. SAPD Form #2-3 is used to supply additional information on the handwritten offense report: and
  - a. Is required to supplement additional information on suspects, prisoners, missing or wanted persons, warrantless emergency detentions and recovered stolen vehicles; or
  - b. May be used for submitting information obtained through field interviews.

#### **B. Incident Report**

1. The Incident Report is the basic report form used to report many police activities. When completing an Incident Report, the officer will mark the box titled "INCIDENT" on SAPD Form #2-2.
2. The incident report form has a multi-purpose format and is used for reporting the following:
  - a. Minor incidents which are not required to be written on an offense report;



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- b. Private property crashes which are not reportable to the Texas Department of Public Safety, in accordance with GM Procedure 707, *Crash Investigations*;
  - c. Impounding vehicles for reasons other than the vehicles being involved in crashes;
  - d. Any administrative information which does not require a specific report form; and
  - e. Information reported by individuals regarding alleged criminal activity; and
  - f. All calls for shots fired that have been validated through the gunfire recognition alert system, unless an offense report is generated.
3. A large amount of historical and statistical data can be retrieved from incident reports. Additionally, the reports are used by the courts, governmental agencies, and individuals in dealing with civil and criminal matters.

### C. Supplemental Report

1. The Supplemental Report is completed within AFR by all officers who respond to a call and may have additional information such as; Dispatched to scene, Took some action, Witnessed some action, or had direct contact with the crowd, **suspect**, witnesses, etc. and this information is related to an offense/incident and the officer is not assigned the Report Responsibility.
  - a. All officers that make the scene of a felony call **with an apprehension** SHALL write a Supplemental Report within AFR, detailing what actions they took or what they witnessed at the scene.
2. All officers assigned to a call shall provide detailed comments by utilizing the ADD COMMENTS button on their Call For Service screen (CFS), whether they write an AFR report or not.
  - a. For those officers that did not make the scene and their actions were not material to the call, they shall add the appropriate comments to the CFS screen and then use the COVER AVAIL button to return to service. The following examples illustrate typical entries/actions;
    1. Assigned to a quadrant, Cherry and Commerce, took no action. No AFR Report written;
    2. Shut down traffic at Houston and North Walters, did not make scene. No AFR Report written;
    3. Canceled en-route by dispatcher/supervisor, did not make scene. No AFR Report written;
    4. Assigned to call by accident, did not make scene. No AFR Report written; or
    5. Searched the area for suspect, did not find, and took no further action. No AFR Report written.
  - b. For those officers that did make the scene or took some sort of action beyond those listed in section C.2.a. above, the following comments shall be added to the CFS screen, regardless whether or not a report was also written within AFR;
    1. Provided assistance at the scene for crowd control. Supplemental report written in AFR;
    2. Made the scene but was not needed and returned to service. Supplemental Report written in AFR;
    3. Assisted at the scene, transported witnesses to Homicide. Supplemental Report written; or
    4. Handling officer. Offense report written. 1 adult male, 1 felony charge (Agg Robbery).
3. The officer will mark the box "SUPPLEMENTAL REPORT" on SAPD Form #2-2.



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### D. Supplement Report

1. The Supplement Report, SAPD Form #2-2S, is used for adding additional information to box (43) *Details of the Offense/Event*, section of SAPD Form #2-2;
2. When making changes or corrections to reports which have already been submitted into the system; and

### **.04 THE PRELIMINARY INVESTIGATION**

The Offense Report is prepared and submitted when the preliminary investigation reveals any of the following:

- A. An offense classified as a Class B misdemeanor or higher (refer to the Texas Penal Code or GM Procedure 708, *Follow-Up Units*);
- B. A drug/narcotic violation:
  1. Possession of Narcotic Paraphernalia; and
  2. Inhalant Abuse (City Ordinance Violation).
- C. A sex offense (i.e., Sexual Abuse, Indecent Exposure, Public Lewdness, or Disorderly Conduct by Exposure);
- D. All thefts (to include confidence operations such as home improvement swindles, Pigeon Drop, Goldbar Swindle, or Three-card Monte);
- E. Apparent Sudden Deaths (except deaths resulting from traffic accidents, refer to GM Procedure 707, *Crash Investigation*). It should be noted the word "Apparent" shall be used in the title, except in criminal homicide cases;
- F. Any assault offense, regardless of punishment classification; and
- G. Other incidents including:
  1. Found Property;
  2. Lost property;
  3. Attempted Suicide;
  4. Accidental shooting (with injury);
  5. Criminal Mischief;
  6. Missing Persons;
  7. Warrantless Emergency Detentions; and
  8. Federal Violations.

### **.05 OFFENSE CLASSIFICATION TERMINOLOGY**

- A. The number of the Penal Code statute violated along with the title of the statute and monetary value of the loss (if applicable) are included in box number 3 of the offense report.

*EXAMPLE:* P.C. 31.03 *Theft \$50.00 - \$500.00*

P.C. 22.02 *Aggravated Assault*

- B. In some Theft (P.C. 31.03) and Criminal Mischief (P.C. 28.03) cases, a monetary value of the loss is not always necessary.

*EXAMPLE:* P.C. 31.03 *Theft from Person (i.e., Purse Snatching and Pickpocket)*

P.C. 31.03 *Theft Enhancement*

P.C. 28.03 *Criminal Mischief (i.e., Interrupting Public Communications)*





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P.C. 28.03 *Criminal Mischief (i.e., Livestock)*

### **.06 RESPONSIBILITY AND PROCEDURE FOR TURNING IN REPORTS**

- A. Refer to GM Procedure 407, *Automated Field Reporting*, for all AFR generated reports.
- B. Should hand written reports become necessary, copies will be forwarded to the appropriate follow-up units, no later than the end of their tour of duty.

### **.07. Reports Request by Follow-Up Units**

All reports requested by follow-up units will be completed within 24 hours from the date of request.

### **.08 OFFENSE CODING**

The offense code is written by a member assigned to the Report Review Detail in the top left-hand corner next to the word "Offense."

### **.09 APPROVING AUTHORITY**

Supervisors will review and approve all reports written by officers assigned to their substation. Supervisors will conduct Police Report Tracking System (PRTS) on all reports submitted by officers.

- A. Supervisors will return reports which are incomplete or incorrect to the officer who wrote them. Any corrections needed on a report will be made immediately by the officer for the supervisor's approval.
- B. Offense/Incident Reports written by non-sworn members and officers assigned to the Service Expediter System will be reviewed and approved by the Report Review Detail.

### **.10 REPORTS REQUIRING CALL-IN NOTIFICATION**

- A. In addition to completing the required reports, members shall immediately report the following types of incidents by telephone to either a member at the Security Desk, service area substations, or the Juvenile Processing Office for entry into NCIC/TCIC or the TLETS computer system:
  - 1. Stolen motor vehicle offense reports are reported to the appropriate service area police service agent.
  - 2. Officers shall immediately call in all missing person reports to the Juvenile Processing Office.
  - 3. Whenever a firearm is reported stolen, an officer shall immediately report the stolen firearm(s) to the appropriate service area police service agent by telephone for entry into NCIC/TCIC.
  - 4. The relocation or repossession of towed vehicles is reported to the police service agent at the Service and Security Agents Desk at Headquarters (207-7610) or the Service and Security Agents Office (207-7324).
- B. Reports are then submitted at the end of the tour of duty with the words "CALLED - IN" written at the top of the report.

### **.11 REPORTS TAKEN BY SERVICE AGENTS AT THE SECURITY DESK OR SERVICE AREA SUBSTATIONS**

- A. When a complainant either calls or arrives at any service area substation in person to make a police report, the Service Agent assigned to the substation Security Systems Desk receives the information and completes the guidelines established in their SOP Manual;



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- B. Missing person reports will be handled in accordance with GM Procedure 610, *Missing Persons*;
- C. When a complainant arrives at the Service and Security Agents Desk at Police Headquarters requesting to make a police report, Service and Security Agents Desk personnel will:
  - 1. Direct the complainant to the appropriate follow-up unit if located in the Police Headquarters building;
  - 2. Contact the dispatcher and request an officer to prepare the report if the follow-up unit is not located at the Police Headquarters building; and

### **.12 HANDWRITTEN OFFENSE AND PRELIMINARY INVESTIGATION REPORTS**

Completed handwritten offense reports are reviewed by the unit supervisor, who updates the status of the case record in the appropriate PRTS System.

- A. Incomplete or unacceptable offense reports are directed to a supervisor in the reporting member's chain of command for timely correction.
- B. Acceptable reports are routed to Records Office personnel. The information from Offense Reports is then entered into the computer system, assigned an offense code, and finalized by data entry clerks.
- C. The offense reports are then physically filed in the Records Office. In order to conform to the court decisions affecting the Privacy Act and the Open Records Act, two (2) separate reports are created by Records Office personnel from the offense report.
  - 1. *Offense Report* - This is the computer-generated report available to the public and the press in accordance with GM Procedure 307.
  - 2. *Preliminary Investigation Report* - This is the computer-generated report routed by Records Office personnel to the follow-up investigation unit. This report is not available to the public and press. It contains all information concerning the offense submitted by the member with report responsibility.
- D. Members shall not include the names of individuals in the details section of reports, with the exception of officers' names.

### **.13 MAKING CHANGES ON POLICE REPORTS**

- A. All police reports which have already been submitted and entered into the system needing additions, changes, or corrections must be accomplished by submitting a supplement report.
- B. Supplement reports can be bin mailed or delivered to the Records Office.
- C. If an error is made when writing a police report, simply draw a line through the error and initial the error, make the appropriate change. Do not use liquid paper or whiteout agent of any sort on reports.
- D. If an officer needs to be contacted to make any changes to reports per the request of any section/unit/office, they will be contacted through their chain of command.





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## Procedure 402 – Differential Police Response

Office with Primary Responsibility:	SSB	Effective Date: Prior Revision Date:	December 21, 2016 June 26, 2015
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC	Number of Pages:	13
Forms Referenced in Procedure:	TXDoT CR-2 TXDoT CR-3	Related Procedures:	303, 407, 607, 707

### .01 INTRODUCTION

This procedure establishes a set of alternative methods for the traditional field response of non-emergency/non-criminal requests for police services to include the Calls for Service (CFS) Reporting Program, the Service Expediter System, and the SAPD Website Self-Reporting Program.

### .02 CALLS FOR SERVICE (CFS) REPORTING PROGRAM

- A. The Calls for Service Reporting Program is a process designed to relieve an officer of the responsibility for submitting a written AFR report on assigned calls when certain criteria or conditions exist. However, this program does not relieve officers of their responsibility to take and keep notes of any police action in which they are involved (refer to Rules and Regulations, Section 4.11). In order to clear from Calls for Service reports officers will use the proper N-Code or Disposition, as listed below. Officers **DO NOT** obtain an offense/incident number for a CFS report. The reporting party is advised that a CFS report is available from Records. Officers shall give the reporting party the CFS number (SAPD-2011-0123456).
- B. The Calls for Service Reporting Program (herein referred as the CFS report) consists of a series of N-Code numbers and statements outlining the specific criteria or conditions for use on the CFS report.
- C. Some non-criminal reports may be made on the CAD into the comments section of the Call for Service sheet. Reports involving any type of criminal offense must be completed on an AFR offense or arrest report as per General Manual Procedure 407, *Automated Field Reporting*. Typically the AFR reporting system will only be used for reporting criminal offenses, those incidents where an offense police report is required, or other major incidents that are non-criminal in nature but are of such magnitude that need to be documented in a police report. (*Officers shall add notes to any CAD calls sheet even if the incident requires a police report so that this is available for research or investigations*). Notes added to the comments box on the disposition screen are acceptable but the officer is limited to 255 characters and once entered and then submitted, the officer is cleared from the call and is returned to Available status. There is no character limit in the Add Comments box within the Call Screen and no limit to the number of comments that can be added by the officers.
  1. No slang, abusive, indecent, profane, or vulgar language may be used on the CAD and Mobile Systems, except when the language is a quotation and is essential to the investigation, a part of the offense, or related to the officer's action.
  2. **Due to NCIC/TCIC regulations, criminal histories may not be cut and pasted into the details of the CFS report. Additionally, vehicle registrations or personal history obtained from any type of CJIS search shall not be put or pasted into the comments section of the CFS report.**
  3. The following is a list of information a member may include when adding a narrative in the comments section of the Calls for Service sheet when completing the CFS report:
    - a. Name(s) of person(s) involved.
    - b. Date of Birth (DOB).
    - c. SID numbers (**not to include SID returns**).



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- d. Vehicle year, make, model, color, license plate and/or VIN number, and description.
- e. Insurance provider and phone number (**not to include policy number**).
- f. Estimated amount of property damage or loss.
- g. Summons number (this number is usually listed on the front of the notice).

**NOTE: .03 (a.)-(g.) will be in a separate comment box with the Confidential Box checked.**

- h. A **DETAILED NARRATIVE** of the incident and action taken.
4. The following will not be entered when adding remarks or completing a Calls for Service report:
- a. Names of juvenile suspects or juvenile victims.
  - b. Child Abuse/Neglect suspects, victims or Reporting Person's names.
  - c. Sexual Assault victims' names.

### D. Dispositions, N-Code Numbers and Statements

**C-CLR AFR/CRASH REPORT:** This status is used to clear any incident where the officer has obtained a case number and is writing any type of report (accident, offense, supplement, etc.).

**CO1 CLR ONSITE ACTIVITY-NO RPT:** This disposition is used to clear the officer of any onsite activity where they have NOT obtained a case number to write a report. This status will be used to clear from a field contact.

**CO2 CLR TRAFFIC STOP-NO RPT:** This disposition is used to clear the officer after he has completed a traffic stop and has NOT obtained a case number to write a report. Officer shall add comments to either the Call Screen or within the disposition comments box, to include actions taken and citations issued.

- 1. **N-Code 1:** No Such Address - Found no such address or location – Effort was made to locate complainant – Call back by dispatcher unsuccessful. Comment notes shall include what actions the officer took to verify no such address existed.
- 2. **N-Code 2:** Occupant Did Not Call - Arrived at location, occupant stated he did not call – Ascertained no problem or incident occurred – Call back by dispatcher unsuccessful. Comment notes shall include name of person contacted and actions taken to verify the lack of a necessity for a police response.
- 3. **N-Code 3:** No Complainant - Arrived at location, unable to locate a complainant – No evidence present which indicates an incident had taken place – Call back by dispatcher unsuccessful. Comment notes shall include the measures the officer took to locate a complainant or ascertain an offense did not take place. Not to be used on any self-generated On-Site Activity calls that are created by the handling officer.
- 4. **NO4BC:** Commercial Burglar Alarm - To be used for any commercial location, other than a panic alarm.
- 5. **NO4BR:** Residential Burglar Alarm - To be used on any residential location, other than a panic alarm.
- 6. **NO4G:** Government Alarm - To be used on any location that is designated as a government location.



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7. NO4PC: Commercial Panic Alarm - To be used for a panic alarm that occurs at a commercial location.
8. NO4PR: Residential Panic Alarm - To be used for a panic alarm that occurs at a residential location.
  - ❖ These codes are to be used on False Alarms - Burglary, robbery, panic alarms etc.
    - Officers shall add notes to the Calls for Service Screen indicating actions taken at scene.
      - Example: Building/habitation physically secure, no apparent evidence of criminal activity for alarm notification, large dog inside the home, etc.
    - When these N-Codes are used for on-site activity, the reporting officer notifies the dispatcher of the type of alarm and the precise address of the alarm site.
    - These N-Codes may be used even though the officer is physically unable to check the building/habitation because of an obstacle (i.e., fence, locked gate, dogs, etc.), but there does not appear to be any evidence of criminal activity. **The comment “False Alarm” alone is not adequate.**
    - Should the officer make contact with the complainant or alarm company agent and be informed the location is secure; the call is given the appropriate N-Code.
    - On a residential or commercial panic alarm officers shall indicate in the comments if it was a false alarm and what actions they took at the location.
9. N-Code 5: Return Call - Added return call to previously written report. Note: Only the officer who handled the original call can use this N-Code number. Comment section shall contain the original case number that was used.
10. N-Code 6: Outside Agency Case - No action taken – Proper jurisdiction notified or advised complainant to notify proper jurisdiction. Comment section shall contain the agency that will handle the call and what actions the officer took at the scene. For example: *Theft of money occurred in Leon Valley. Leon Valley follow-up Detective provided copy of supplement report and will handle investigation.*

**Note: A report is written whenever any action is taken, such as complainant/witness interviewed, evidence handled, etc.**
11. N-Code 7: Canceled by the dispatcher - This N-Code number is used solely by the dispatcher when the call is canceled by the complainant or when an officer receives an internal assignment such as transporting witnesses or prisoners, making notifications for the Investigations Division, or a special assignment or traffic assignment. Comment section shall contain officer's actions taken for this particular service.
12. N-Code 8: Patrol-by given to officer by dispatcher or Field Supervisor.
  - A. If assigned by dispatcher:
    1. Officers acknowledge the call and advise the dispatcher he will be 10-08 (in service).
  - B. If assigned by Field Supervisor:
    1. Field Supervisor's will assign themselves (self assign icon) to the pending call that the Supervisor wishes to make a patrol by.



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2. The Supervisor will then add comments assigning a particular officer to Patrol-by (e.g. 4250A, Officer Smith #1234, was assigned to Patrol-by due to drug activity).
  3. Once the comments are added the Supervisor will send a CAD Message to the assigned officer informing them of the Patrol-by. At the minimum the message will contain the CFS#, location of Patrol-by, and reason for the Patrol-by.
  4. The Field Supervisor will then clear from the call using the Primary 10-08 icon, placing an N08 on the call.
  5. **The responsibility of the Patrol-by lies with the officer receiving the CAD message from the Field Supervisor.** The officer will acknowledge the Patrol-by with a return CAD message to the Field Supervisor.
- C. Absent exigent circumstances, officers will patrol by the location during their tour of duty and upon completion get a time check from the dispatcher.
- D. If action is taken on the patrol-by, the officer will request to be re-assigned under the original CFS#. Comments shall then be entered by the officer, either in the disposition box or by adding comments to the call screen, and then the dispatcher will put the appropriate n-code on the call.
13. **N-Code 9:** Bad Weather False Alarm - False burglary, robbery, or other type of alarm when caused by severe weather conditions. No further action is required. Comments shall be put either in the disposition box or by adding comments to the call screen.
  14. **Code 10:** Rec STL Veh or Add Info - Found missing person, recovered stolen vehicle, recovered property, or any other miscellaneous call where the incident has been previously handled under an original SAPD case number. Note: The officer assigned to the call must write a supplemental report under the original SAPD case number and list the **ORIGINAL CFS** number on the supplement report. The supplemental report will then flow into the RMS and cancel the stolen or missing notification. The officer then places an N-code 10 on the new CFS number.
  15. **N-Code 11:** Call canceled by a Communications Unit supervisor - This N-Code is used solely by the dispatcher.
  16. **N-Code 12:** Canceled by Field Sgt - This N-Code is used only at the discretion of a field supervisor based on sufficient information about the call in question (i.e., chronic caller).
  17. **N-Code 13:** Disturbance/Miscellaneous - This N-code may be used for a variety of disturbances that are non-violent and where no criminal offense has occurred. Examples of these types of disputes would be civil disagreements, non-violent disturbances (i.e., family, neighbor, etc.) and other types of disturbance calls.

**When writing the CFS report, officers shall include the required information as listed in section .02c and include any other pertinent data.**

Comments can be written as presented below:



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*Contacted the parties and determined it is a civil matter (No legal jurisdiction in civil matters) – There was no breach of the peace or any criminal incident – No police action was taken beyond referral to civil resources like an attorney or small claims court (i.e., peaceful picking up of belongings).*

*Contacted the parties who are husband and wife - There was no breach of the peace or no criminal incident – No police action was taken beyond counseling the two parties and referrals to additional counseling services if needed in future disputes.*

*C-James Smith WM 05-12-63, O1-Susan Doe WF 04-18-53. Contacted C who stated that he had purchased a motorcycle from O1 who failed to tell him that the engine would need to be overhauled in order to it continue to operate. C now wants O1 to refund his money and take back the motorcycle. O1 stated that he sold the motorcycle to C, “as is”, and was not aware of any mechanical issues with the motorcycle when he sold it. Both parties were advised to contact attorneys and seek remedies in civil court.*

18. N-Code 14: No show-Exchg of Children - Complainant was not given child(ren) back because the other party did not show up as agreed – (visitation violation). Comment section shall detail the names of the parties and who did not show up as agreed. Parent’s names will suffice.
19. N-Code 15: Stand-by - For all stand-bys. Comment section shall detail at a minimum the names of the parties involved and state that the exchange was peaceful.
20. N-Code 16: Assist the public - The officer provided some kind of minor assistance to the complainant for a non-criminal matter (i.e., changing a tire, giving directions, educating the public, etc.). Comments shall be added either in the disposition box or by adding comments to the call screen.

*Officer was flagged down by motorist who needed assistance with their vehicle. The battery on vehicle had died. Motorist had jumper cables which were attached to patrol vehicle which allowed for their vehicle to be started. Motorist was able to leave location. No further action.*

21. N-Code 17: Animal Call - Miscellaneous animal calls where no police action has to be taken (i.e., loose pets, grass snake in the yard, etc.). Comments shall be put either in the disposition box or by adding comments to the call screen.

NOTE: This is not utilized for Noise Complaints (i.e., barking dogs, roosters crowing, etc.).

Refer to GM Procedure 605, *Miscellaneous Offenses and Complaint Calls*, for the handling of Noise Complaints.

22. N-Code 18: Repeated Call - Repeated call where no further information is given and it has been verified the call is already assigned to another officer – either the dispatcher or the officer who is aware of this situation may N-Code the repeated call. Comments shall be put either in the disposition box or by adding comments to the call screen.

**NOTE: No Insurance, Not Towed** - This is used for incidents involving uninsured drivers failing to provide “Proof of Financial Responsibility.” Please note in your Calls for Service screen one or more of the reasons listed below as to why the vehicle was not towed and what actions were taken. This is in conformance with GM Procedure 607, *Impounding Vehicles*.

23. N-Code 19: No Insurance, **Not Towed** - Decision not to tow based on:

- Condition of driver (elderly, sick, etc.).
- Weather conditions.



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- Call load.
  - The driver is from out of state.
  - Small children in the vehicle and/or the number of children.
  - If the driver or other occupants are disabled.
  - There were animals in the vehicle.
  - The nature and quantity of contents in the vehicle (potential financial loss, perishable items, etc.).
  - Exigent circumstances (health care crisis, etc.).
  - Time of day.
  - Location (desolate areas, open fields/safety issues, etc.).
24. N-Code 20: No Insurance, **Towed** - Used when the vehicle is towed for no insurance. Officers shall make notes within the Calls for Service screen as to why the vehicle was towed and what actions were taken.
- The CFS number will be used on the Towing Service Report (TSR) in lieu of a case number.
25. N-Code 21: Accident No Injury - Crashes not required to be reported under GM Procedure 707, *Crash Investigation*. Should the driver(s) desire documentation of the crash, a computer generated report may be obtained via the Records Office.
1. Officers must keep a record of the driver's names and driver's license numbers of all individuals involved and the vehicle license number of all vehicles involved along with the required information listed in section .02c and any other pertinent information. Officers **SHALL** advise the reporting parties that a **CFS report** instead of a crash report will be prepared. As a reminder, this N-Code is only used for the following type of crashes, listed below, occurring on any street or highway that does not require a police investigation. In these situations, the responding officer will provide the drivers with TXDoT Form #CR-2 and advise them that they are responsible for filling out the report and submitting it to TXDoT within 10 days of the crash:
    - a. Crashes with no injuries, complaints of injury, or deaths;
    - b. Crashes where vehicles can be "normally and safely" driven from the scene;
    - c. Crashes where drivers have valid driver's licenses and proof of insurance for the vehicles;
    - d. Crashes with no other exigent or unusual circumstances that would require a police investigation; and
    - e. If there is any question, the responding officer shall report the crash on TXDoT Form #CR-3, *Texas Peace Officer's Crash Report*.
  2. Officers will list the following details of the accident and parties involved:
    - a. Name(s) and driver license number(s) of Driver(s) involved.



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- b. Race, Sex, and DOB.
  - c. Vehicle Information: Color, Make, Model, Year, and LP and/or VIN.
  - d. Name of Insurance Companies and phone number (**Do not include Policy Number**).
  - e. Vehicle damage rating.
3. Officers **SHALL** include the following information in the comments section of the CFS screen:
- a. A brief account of the incident and action taken;
  - b. If possible, officer shall determine fault in the accident. If unable to determine fault, at a minimum, officer shall put each driver's account of the crash and list any contributing factors, if any apply.

For example:

*Vehicle 1:*  
*2010 Red 4dr Ford Escort*  
*Damage: FRI*  
*Driver 1:*  
*Jane Sanders.W.F.59*

*State Farm insurance policy*  
*1-800-123-4567*

*Vehicle 2:*  
*2011 Blue 2dr Honda Prelude*  
*Damage: RBQ1*

*Driver 2-*  
*Andy Smith.B.M.33*

*Allstate Insurance policy*  
*1-800-123-4567*

*Driver 1 was northbound on Main. Driver 2 was legally parked on Main and was backing out of a parking space to head north on Main. Driver 2 stated that he did not see Driver 1 coming and when he backed up Vehicle 1 struck his vehicle which resulted in minor damage. Driver 1 stated that she was headed North on Main and did not see Vehicle 2 backing up until it was too late to stop. There were no injuries to either driver. Both drivers exchanged information and were given Form CR-2 and SAPD12-DARS. Drivers were informed that a CFS report, and not a crash report, would be prepared and a copy would be available as records located at the main headquarters.*

**Because of NCIC/TCIC regulations, criminal histories may not be cut and pasted into the details of the CFS report. Additionally vehicle registrations or personal history obtained from any type of CJIS search shall not be entered into the comments section of the CFS report.**

**This will be kept in the officer's notes in accordance with Section 4.11 of the Rules and Regulations.**

26. N-Code 22: Abn Veh-Pub St/St Cty Prop - (Green Sticker) Vehicle abandoned on any public street (this includes the interstates) or any dedicated street on city property. If the vehicle is impounded the officer shall





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add notes to the Calls for Service Screen to document his actions. An AFR information report is not necessary for an impounded abandoned vehicle unless the situation is of such magnitude the officer determines an AFR information report will be prepared.

The following is a CFS report example of a LMDT entry for an N-Code 22: *“Vehicle was legally parked, but appeared to be sitting in same location for some time, unmoved. Officer shall list the license plate, color, and a description of the vehicle. Vehicle green stickered as required.”*

27. N-Code 23: Officers responding to mental health calls will have three N-Codes available to use as the disposition of the Call for Service, if a report is not required to be written. They are as follows:
1. **N23MH – Mental Health No Complainant** – This N-Code is used when officers are dispatched to a location for someone who may be having a mental health issue and upon arrival they do not find anyone.
  2. **N23MHN – Mental Health No Criteria for Emergency Detention** – This N-Code is used when Officers arrive at the call and after talking to the consumer, it is determined the consumer has mental health issues but the consumer is not homicidal, suicidal, or in a state of mental decompensation. The consumer and family if present, is given resources they can use.
  3. **N23MHR – Mental Health – Refused Services** – This N-Code is used when Officers arrive at the call and after talking to the consumer, it is determined the consumer has mental health issues but the consumer is not homicidal, suicidal, or in a state of mental decompensation. The consumer also REFUSES any assistance and does not want any information on resources available to them.
28. N-Code 99: Administrative Reports - Supervisor handling a complaint administratively. This N-Code is used only by a supervisor when a CFS number has been generated for a complaint which is going to be handled administratively in accordance with GM Procedure 303, *Disciplinary Procedures*.

### **.03 CALL FOR SERVICE REPORTING PROCEDURE FOR FIELD OFFICER**

- A. On any call which would require an officer with report responsibility to submit an AFR information report, the officer is relieved of the responsibility for submitting an AFR information report if the actions taken by the officer consist entirely of one of the N-Code number statements that can be covered by the CFS report. If the situation or condition is not entirely covered by an N-Code number statement/CFS report, the officer must submit a written report covering the incident.
- B. If the incident is one covered by an N-Code number statement, the officer with report responsibility shall either use the Call for Service report option, by putting the appropriate information in the comments field as listed in .02c and then assign the appropriate N-Code using the LMDT, or may opt to write an AFR report covering the incident. Officers shall, whenever possible, utilize the CFS report, and then apply the appropriate N-Code.
- C. In situations covered by N-Codes 1, 2, or 3, the officer, prior to N-Coding the call, will:
  1. Request the channel dispatcher to call back the telephone number listed for the complainant; and
  2. Write a report if there is any indication or evidence of criminal activity having taken place.
- D. In situations covered by N-Code 10, the officer will obtain the original SAPD case number for the previously handled call and write a supplemental report. Officers shall put the original case number (SAPD11123456) and original CFS number (SAPD-2011-0123456) on the supplement report.





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- E. The CFS report, along with the appropriate N-Code number, is the officer's official report of an incident. All departmental rules, regulations, and procedures concerning reports are applicable to the Calls for Service Reporting Program. The officer shall provide the **CFS** number (SAPD-2011-0123456) when requested and advise the complainant that a brief computer-generated report will be available at the Records Office.
- F. N-Codes 13, 16, and 17 require a brief justification be entered either by the officer or by the dispatcher to differentiate the calls. There is no character limit for the Add Comments box on the Call Screen..

1. The following is a CFS report example of a LMDT entry for an N-Code 13:

*Called for defective cell phone between Jack Smith 03-22-79 and Sprint Mgr Jesse Jones explained this is a civil matter.*

*Or contacted James Smith who explained that his wife had accidentally thrown away a prized personal item and resulting in a family dispute. No violence occurred. Mr. Smith advised that the neighbor had called when they heard them arguing.*

*Or complainant called in a suspicious person in the alley and the officer arrives to find a CPS worker checking meters. The worker is identified and it is determined that no criminal activity is taking place. Complainant notified if requested to be contacted.*

2. The following is an example of a LMDT entry for an N-Code 16 (assist the public):

*Assisted a citizen with changing a flat tire.*

*Or, contacted Jack Smith 03-22-79 who stated that he felt his neighbor was using his garage as a mechanics shop. Contacted Mr. Smith and determined that he was within the confines of the city ordinance. Advised Mr. Smith and provided direction as to where he could research various city ordinances should he feel violations are occurring in his neighborhood.*

3. The following is an example of a LMDT entry for an N-Code 17: *Chased one red cow back into fenced area.*

- G. N-Codes 5, 10 and 18 require the case number under which the incident was originally handled be entered.

1. The following is an example of a LMDT entry for an N-Code 18 where a second officer was dispatched to an accident already being handled. *"I was dispatched to the listed to location for a minor 2 vehicle accident. Upon arriving 5210B was already handling the call under SAPD11123456."*

- H. N-Code 22 requires the license plate or VIN of the abandoned vehicle be entered.

1. The following are examples of LMDT entries for an N-Code 22: *abc123 red Chevy truck with 2 flat tires and expired inspection facing oncoming traffic.*

- I. If an officer spends an extended period of time (i.e., over 1 hour) he should use the appropriate discretion to determine whether an AFR report or the proper N-Code/CFS report is used or completed. Additionally officers are still required to submit a supplement report when assisting on major felony case or involved in any case where an arrest has occurred, evidence is handled, or witnesses are interviewed by the officer.



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### **.04 N-CODE REPORTING PROCEDURES FOR DISPATCHER**

- A. Dispatchers will update the status of a call with an N-Code number when requested by a field officer only under the following conditions:
  - 1. The appropriate N-Code number is one the dispatcher is authorized to use.
  - 2. The Mobile system or the officer's LMDT is not operational; or
  - 3. The CAD system is down and manual keycards are being used by the dispatcher.

### **.05 DIFFERENTIAL POLICE RESPONSE (DPR)**

- A. This section provides all members with an overview of the handling of non-emergency Calls for Services received by the San Antonio Police Department. DPR specifically details which calls are to be expedited or self-reported, and which calls the Department will not respond to. Additionally, DPR outlines the holding of certain calls during patrol shift changes. Applicable reports will be taken in accordance with this procedure.
- B. DPR is a set of alternative methods to the traditional field response to non-emergency requests for police services designed to:
  - 1. Reduce response time;
  - 2. Increase volume of expedited calls;
  - 3. Increase officer safety and patrol availability; and
  - 4. Reduce cost.
- C. DPR Criteria – In order to determine the appropriate police response relative to Calls for Service received, Communications Unit personnel have been trained to use the following five criteria in assigning call priority:
  - 1. Urgent - The call will be dispatched as soon as possible and officers will arrive as soon as they safely can.
  - 2. Standard - The call will be handled by the next available officer, who should arrive within fourteen (14) minutes.
  - 3. Delayed - The officer working the area should be contacting the caller within one hour or if the caller prefers, the caller can be immediately transferred to an expediter.
  - 4. Expediter - Calls handled by phone. The following types of calls may be expedited:
    - a. Burglary of Coin-Operated or Coin Collection Machines;
    - b. Criminal Mischief;
    - c. Graffiti;
    - d. Additional information;
    - e. Lost property;
    - f. Obscene, harassing or threatening phone calls;



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- g. Thefts/Gas drive offs;
- h. Theft of Service;
- i. Threats, unless direct imminent danger;
- j. Burglary of Vehicle;
- k. Credit/Debit Card abuse; and
- l. Identity Theft.

- 5. Self-Reported - Calls which may be self-reported by filling out the appropriate forms via SAPD Website or going to nearest substation to fill out the appropriate forms.

### D. Cold Case Calls to be Expedited

- 1. Cold Cases are defined as cases where there is no potential risk of personal injury or property damage and have been reported by the complainant as not currently ongoing (i.e., Gas drive off at HEB, fled SB on WW White RD 10 minutes ago). Calls determined to be cold cases shall not be considered “in progress” and shall not require an officer at the scene.
- 2. Information received by call-takers which is determined to be relevant will be forwarded to affected patrol sections (i.e., stolen vehicle, suspect descriptions, etc.) in the form of a BOLO.
- 3. Expedited calls requiring evidence collection/processing will have an applicable officer/detective assigned to retrieve/process item(s) under the expeditor’s case number.
- 4. If, while expediting a Call for Service, it is determined it cannot be properly handled via telephone, the call will be updated and sent to dispatch for assignment to a field officer.

### E. Cold Case Calls to be Expedited by Field Officers

- 1. Calls that are determined by the field officer as meeting the criteria for a cold case may be expedited as well as those that are sent to the appropriate dispatch channel from the call-taker for those calls that are unable to be expedited due to call volume.
- 2. The field officer has the option of handling the call in two ways:
  - a. Make the location and handle the report; or
  - b. Expedite the call from the field.
    - (1) Using a personal cell phone.
      - (i) Use of personal cell phones is strictly voluntary.
      - (ii) There will be no reimbursement for use of personal cell phones.
      - (iii) Use of call block (\*67 on most cell phones) is highly encouraged.
    - (2) Using a landline phone.



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3. If the field officer chooses to expedite the call, the officer will initiate the following:
  - a. Inform the dispatcher they will expedite the call.
  - b. Inform the dispatcher of the location (by address) where they will expedite the call from and the method that will be used.
    - (1) From a cell phone from their patrol vehicle.
    - (2) A landline phone, if using this method, officers will identify the actual address they are making the call from to the dispatcher.
  - c. The officer will note in the call screen to reflect the officer is expediting the call from the field and will log the location where the call will be made from.
4. If the call is being expedited by the officer, the dispatcher will ensure that the method used and location is annotated in the call screen
  - a. Patrol car (if a cell phone is used).
  - b. A landline phone. If using this method, officers will identify the actual address they are making the call from to the dispatcher.
5. In the event a field officer expedites a cold case call and the officer determines the call is in progress or the suspects are still in the area:
  - a. The field officer will immediately notify the dispatcher the call cannot be expedited and proceed to the location of the call and handle it in accordance with the applicable GM procedure.
  - b. The dispatcher will annotate reasons why this call can't be expedited and promptly change the unit status of the officer, reflecting the officer will make the location of the call.
6. Field officers will also utilize other guidelines in Subsections .05D2 and 3 of this procedure as applicable.

### **.06 SELF-REPORTING SYSTEM REPORTS**

- A. Under DPR, several different types of calls can be self-reported.
- B. Complainants will be able to make these reports by going to the San Antonio Police Department Web Page at [www.sanantonio.gov/SAPD](http://www.sanantonio.gov/SAPD) or going to any substation to fill out the appropriate forms. The following types of calls may be self-reported:
  1. Burglary of coin operated machines without identifiable suspect (i.e., name, address, license plate, TDL, SSN);
  2. Criminal Mischief up to \$500.00 in damages or Class B misdemeanor without identifiable suspect;
  3. Graffiti up to \$500.00 in damages or Class B misdemeanor without identifiable suspect;
  4. Lost Property (except firearms);
  5. Thefts/Gas drive off up to \$500.00 in loss (except if weapons/threats of violence are involved) without identifiable;



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6. Theft of Service up to \$500.00 in loss without identifiable suspect; and
7. Burglary of Vehicle (except when a firearm is stolen) without identifiable suspect (i.e., name, address, license plate, TDL, SSN).

### ***.07 NON-DISPATCHED CALLS***

- A. Under DPR, the following types of calls normally will not be dispatched or responded to. Currently, these calls could either be better remedied by another agency or certain criteria or conditions do not exist for a police response (i.e. no breach of peace or criminal intent is present).
  1. Animal calls which do not pose an imminent threat to public safety (some barking dog calls may be dispatched due to the noise nuisance);
  2. Calls to apartment complexes for the purpose of enforcing house rules (i.e., people in the pool after hours, parking in the wrong slot, etc.);
  3. Code compliance calls. These are calls where the City codes have been violated on private property (i.e., neglected lawns, abandoned vehicles on private property, etc.);
  4. Calls for misbehaving children, to include children refusing to go to school;
  5. Civil matters where there is no breach of the peace; and
  6. Private property crashes (non-intoxicated related) without injury.
- B. Although the calls listed above normally will not be dispatched, officers shall make all calls assigned by the dispatcher and they shall not dispute these calls or argue with the dispatcher. If an officer feels the call should not have been dispatched, it can be brought to the attention of a supervisor after the call has been made.

### ***.08 CALL HOLDING AT SHIFT CHANGES***

- A. Dispatchers will hold certain calls during the following shift change hours: 0550-0630, 1320-1400.
- B. During the above call hold periods, for non-emergency calls, callers will be given the option of calling back during any of the following time periods: 0800-1200, 1600-2000, and 0100-0500.
- C. Non-emergency calls and crimes which are not in progress should be held at shift change.
- D. DPR eliminates a great number of late calls by providing for call expediting and the holding of calls for the oncoming shift. Officers shall no longer request late calls from dispatchers.



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## Procedure 403 – Communications



Office with Primary Responsibility:	SSB	Effective Date:	December 21, 2016
		Prior Revision Date:	June 01, 2012
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, TSD, FCD, IDC	Number of Pages:	12
Forms Referenced in Procedure:	SAPD Form #116	Related Procedures:	303, 307

### .01 INTRODUCTION

This procedure identifies the necessary components and responsibilities of the communications process which are essential for maintaining the high quality of service provided by the Department.

### .02 DISCUSSION

- A. The various elements of communications constitute essential links in the coordination and delivery of police services. Citizens' expectations of the Department include prompt response to the wide variety of calls received. A clear and effective communications process must be followed to ensure efficient field operations and continued confidence of the community.
- B. The Communications Unit's role is the focal point of this process. Consequently, the Communications Unit, as authorized by the Chief of Police, has the authority to direct field units.

### .03 CLASSIFICATION OF CALLS

- A. A Code-One Call is a request for police services which does not present an actual and immediate potential for serious injury, damage or loss of property. A code-one call generally requires only a routine police response.
- B. A Code-Two Emergency Call means a request for police service where the immediate rapid response or arrival of police units will reduce the probability of serious injury, damage or loss of property. Common Code-Two responses include bomb threats and animal bite in progress.

1. The following will be dispatched Code-Two.

Overdose in Progress
Threats Bomb with Device
Threats Bomb in Progress
Shotspotter Alert

- C. A Code-Three Emergency Call means a request for police service that presents a threat or immediate danger of death or serious bodily injury to any individual. Both, the threat and the need for assistance must be immediate. An example of a Code-Three emergency call would be a shooting in progress or a disturbance with a knife/gun involved.

1. The following calls will be dispatched Code-Three.

Accident Major	Disturbance Neighbor Gun Involved	Rape in Progress
Accident Major Officer	Disturbance Neighbor Knife Involved	Robbery in Progress
Assault in Progress	Family Violence Gun Involved	Robbery Individual in Progress
Burglary in Progress	Family Violence Knife Involved	Shooting in Progress
Burglary Vehicle in Progress	Fight Gun Involved	Suicide in Progress
Cutting in Progress	Fight Knife Involved	Theft of Vehicle in Progress



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Disturbance Gun Involved	Fire (Structure/Vehicle)	Child Locked in Vehicle
Disturbance Knife Involved	Holdup Alarm in Progress	High Water Rescue
Disturbance Family Gun Involved	Officer in Trouble in Progress	Drowning
Disturbance Family Knife Involved	Officer EMS in Trouble in Progress	

*NOTE; Some of the above calls carry potential for increased danger during confrontation.*

### .04 CALL ASSIGNMENT

- A. The Department has a responsibility to respond with a degree of promptness appropriate to the situation. While the priority spectrum and degree of urgency is wide, each call is extremely important to the individual placing it. For this reason, dispatchers are not restricted to district or section boundaries, or even rank (under exceptional circumstances) when assigning calls.
- B. A call, including a cover call, is assigned to uniformed personnel under a dual concept, which is:
  - 1. Calls are held in accordance with GM Procedure 402, *Differential Police Response*; and
  - 2. Assigning the officer who is available for service (normally the officer nearest the location) provides the most prompt response.
- C. The call is dispatched to an officer/UEDI in the following order, if practical:
  - 1. Officer/UEDI assigned to the district (or section, in the case of a Crime Scene Unit Investigator) where the call is located;
  - 2. Officer/UEDI completing a call in the district (or section, in the case of a Crime Scene Unit Investigator) where the call is located;
  - 3. Officer/UEDI assigned to an adjacent or nearest district (or section, in the case of a Crime Scene Unit Investigator) to the location where the call is located; and
  - 4. Officer of any rank, available for service, who may be in close proximity to the call.
- D. A cover officer(s) is dispatched to any situation that presents a potential for physical threat to the officer responding.
  - 1. Assignment of a cover call is at the discretion of the dispatcher, although an officer with primary report responsibility may elect to request cover based on direct knowledge of the situation.
  - 2. Once a cover officer has been dispatched to a call involving weapons, multiple actors, or a crime in progress, the cover officer will not be canceled until the first officer arrives at the scene and assesses the situation.
  - 3. An officer, not on assignment, who is in close proximity to a call which requires a cover officer, may elect to respond, although he will remain available for service unless authorized and marked out by the dispatcher.
- E. An officer arriving at the scene of a call prior to the officer with assigned report responsibility shall request the dispatcher's permission to handle the call.
- F. An officer encountering an on-site call prior to its dispatch is expected to handle it, except at the dispatcher's discretion when the officer is on another assignment.





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## *Procedure 403 – Communications*

- G. An officer/UEDI or Crime Scene Investigator is subject to cancellation from a call or assignment by the dispatcher and placed back in service under the following conditions:
  - 1. When information is received eliminating the need for further response;
  - 2. A supervisor determines the officer is not needed; or
  - 3. A complainant refuses police services (i.e., fingerprinting stolen vehicles or burglary scenes).
- H. A call involving potential or reported threats of violence is not canceled under any circumstance.
- I. Investigative personnel are sent when required by established procedure or requested by field personnel. Dispatchers will not wait for confirmation from the responding officer/UEDI before dispatching a Crime Scene Unit Investigator to a reported shooting or cutting.
- J. A supervisor is sent when required by established procedure or requested by field personnel.
- K. The Communications Unit supervisor is notified when a call to a major incident is dispatched, or any other call requiring a number of officers to respond. For example:
  - 1. Officers in trouble;
  - 2. Pursuits;
  - 3. Large disturbances; and
- L. The Communications Unit supervisor shall monitor major incidents (examples listed above), coordinate the allocation of uniform resources with the uniform supervisor, and maintain effective uniform strength. The Communications Unit supervisor will prepare and forward an all-route electronic advisory as necessary.

### **.05 RADIO TRANSMISSIONS**

- A. Radio traffic congestion not only reduces the efficiency of uniform units but compromises officer safety. It is the responsibility of each participant in the communications process to minimize radio traffic congestion to the greatest extent possible.
- B. Federal Communications Commission regulations prohibit any form of superfluous, indecent, or unauthorized radio communications.
- C. All voice and data transmissions conducted on any police frequency shall be directly related to police business. Personal messages of an emergency nature may be relayed with the authorization of a supervisor.
- D. All voice and computer transactions over police channels are recorded or logged primarily for the purpose of legal documentation and are available for review by supervisory personnel.
- E. Officers below the rank of sergeant are not authorized to initiate direct communication between uniform units on a primary frequency, unless the following criteria are met.
  - 1. The transaction must be incidental to an emergency in progress; or
  - 2. The dispatcher's permission must be secured prior to transmitting.





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## ***Procedure 403 – Communications***

- F. Officers may use open channels or computers as a police communications link between uniform elements.
- G. Emergency communications supersede all other forms of radio communications.
- H. Dispatchers suspend radio transmissions on all channels before broadcasting any emergency information.
- I. Code-One Call Transmission Sequence
  - 1. The dispatcher calls the entire call number of both the officer and cover officer, if applicable, dispatches the call, and waits a reasonable time for response.
  - 2. The officer answers promptly with full call number and acknowledges the call.
    - a. The officer checks his computer for dispatch information.
  - 3. The dispatcher gives the officer concise details about the call, repeating any numbers in the address twice. (Cross street information is given only for code-two or code-three emergency calls);
    - a. The dispatcher asks the officer if he understood the call which should be registering on the computer and if he requires any further information.
  - 4. The officer acknowledges receipt of the call by responding with his entire call number and will state in clear language "I copy - enroute";
  - 5. Officers will identify using full call sign and state in clear language "on-scene" upon arrival at the scene and will identify using full call sign and state in clear language "in-service" upon completing the call.
- J. Code-Two Emergency Call Transmission Sequence
  - 1. A code-two emergency call, normally preceded by an emergency alert tone, is broadcast over the affected primary channel(s) at the dispatcher's discretion. Information concerning the code-two emergency call is broadcast over each working channel at the individual dispatcher's discretion;
  - 2. The dispatcher calls the entire call number of the officer to be assigned report responsibility and the cover officer (if applicable), and gives concise details about the call, repeating any numbers in the address twice and giving any cross street information. The dispatcher shall verbally specify the call is to be run "code-two."
  - 3. The officer acknowledges receipt of the call by responding with his entire call number and state in clear language "I copy – enroute";
  - 4. A supervisory officer is notified;
  - 5. Officers will identify using full call sign and state in clear language "on-scene" upon arrival at scene; and
  - 6. All routine or non-emergency radio transmissions are suspended from the time of the first unit's arrival until initial radio transmission is received from the scene;
- K. Code-Three Emergency Call Transmission Sequence
  - 1. A code-three emergency call, preceded by an emergency alert tone, is immediately broadcast simultaneously over all primary police frequencies upon reception by the dispatcher.



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2. The dispatcher calls the entire call number of the officer to be assigned report responsibility and the cover officer, if applicable, and gives concise details about the call, repeating any numbers in the address twice and giving any cross street information. The dispatcher shall verbally specify the call is to be run "code-three."
  3. The officer acknowledges receipt of the call by responding with his entire call number and in clear language "I copy – enroute";
  4. A supervisory officer is notified to make the scene;
  5. All radio communications not directly related to the emergency call are suspended until information is received from the first unit arriving at the scene; and
  6. Officers will identify using full call sign and state in clear language "on-scene" upon arrival at scene; and
  7. The first officer arriving on the scene will advise the dispatcher and give preliminary details regarding the call;
  8. All non-emergency radio communications are suspended until the situation at the scene is stabilized.
- L. Dispatchers will only use clear language when upgrading / downgrading the response level of any call via an on-air announcement of "now code-one" or "now code-two" or "now code-three."

### **.06 FAILURE TO RESPOND**

- A. The failure of an officer to verbally respond after two (2) successive calls from the dispatcher initiates the following process:
1. The dispatcher time-stamps and completes SAPD Form #116, *Failure to Respond Form*, and notifies the Communications Unit supervisor;
  2. The appropriate field supervisor is notified and assigned to attempt to locate the officer who failed to respond to the call from the dispatcher. The field supervisor submits a written report under the original case number with a copy routed to the Unit Commander;
  3. Another officer is dispatched to the call and given report responsibility;
  4. An officer responding after another officer is assigned the call is sent to the location to cover and contact the supervisor assigned;
  5. The Communications Unit supervisor signs SAPD Form #116 and forwards it to the Communications Unit Director; and
  6. The Communications Unit Director reviews and signs SAPD Form #116 and forwards copies to the officer's division/section commander and unit/shift commander for further disposition.
- B. If the field supervisor fails to respond after three (3) calls, the nearest available unit/shift commander is notified by the Communications Unit supervisor. The nearest available officer is then assigned the call.

### **.07 CHANNEL BROADCAST PROCEDURE**

- A. The following information is relayed to all dispatch consoles by a communications clerk for broadcast to all officers:
1. Police officer needing help;



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2. Crimes in progress that may pose an immediate danger of death or serious bodily injury to officers responding or to any person;
  3. Severe weather conditions; and
  4. Any information essential to officers.
- B. The following information is relayed to selected dispatch consoles by a communications clerk for broadcast to officers:
1. Emergency pursuit information of fleeing vehicles is broadcast on affected channels as the vehicle crosses channel divisions;
  2. Updating information or descriptions pertaining to felony offenses in progress or recently committed on selected channel(s);
  3. Newly received information concerning missing/wanted persons, stolen autos, and attempts to locate persons or vehicles; and
  4. Any other information essential to selected officers.

### **.08 INFORMATION CHANNEL PROCEDURES**

- A. The Communications Unit operates an Information Channel on a twenty-four (24) hour basis to service the needs of all units.
- B. The Information Channel provides the following services:
1. Local, TCIC, and NCIC checks of the following provided the subject or item is in their custody, possession, presence, or immediate access. (A log is maintained for the purpose of validating and confirming "hits" within the system.)
    - a. Persons (missing and wanted);
    - b. Vehicles (land, water, and air); and
    - c. Property (real or tangible).
  2. Validation of warrant checks (municipal, county, state, federal);
  3. Complainant callbacks prior to n-coding calls;
  4. Case number and assignment generation;
  5. Individual or company notifications (alarms, stranded motorists, etc.);
  6. Other department notifications (public works, law enforcement entities, dog pound, etc.);
  7. Directions to new locations or addresses not found in the street guide;
  8. Updates of severe weather reports;
  9. Canceling of stolen vehicles; and



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10. Other services appropriately intended to expedite the officer's handling of police matters.

### **.09 RESPONSIBILITIES**

#### **A. Communications Unit**

1. Screens information relayed from Communication Unit call-taker to ensure field units receive concise, but sufficient information in order to make an appropriate response;
2. Exhibits demeanor which conveys an objective attitude of responsiveness and alertness at all times with immediate and decisive replies to each verbal transaction;
3. Ensures prompt disposition of all requests for service by properly utilizing the nearest available resource(s);
4. Provides information and assistance to field officers;
5. Adheres to proper radio procedures and decorum;
6. Maintains the availability of adequate personnel resources;
7. Avoids making any decisions pertaining to operational matters which are better resolved by field supervisors; and
8. The Communications Unit supervisor maintains a liaison with field supervisors in order to resolve problems and ensure discipline is maintained.

#### **B. Uniform Personnel**

1. Checks in service promptly after roll call and notifies the dispatcher of vehicle and radio number.
2. Continuously monitors assigned frequencies and promptly responds when called by the dispatcher throughout the tour of duty.
3. Acknowledges and accepts all calls without repetition or discussion;
  - a. No officer will fail to respond unless relieved by command authority.
  - b. Advises the dispatcher of any extenuating circumstances where response time may be reduced.
4. Requests directions to locations only if necessary on code-two or code-three calls.
5. Immediately advises the dispatcher upon encountering any circumstance which delays his response to, or cancellation from, calls and cover calls (i.e., traffic violators, suspect stops, etc.).
6. Returns to service immediately upon completion of call (this does not include the period needed to write report):
7. Advises the dispatcher of all status changes (i.e., enroute or call complete), when changing channels, or otherwise being unable to monitor the primary assigned frequency. Officers will not be excused from monitoring the radio or availability for service during:
  - a. The course of handling assigned calls;



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- b. Requested food or drink breaks;
  - c. Traffic or suspect stops; and
  - d. Personal relief breaks.
8. Plans all transmissions to minimize channel congestion and avoids interrupting any communications unless under emergency circumstances; and
9. Excludes personal references, differences of opinions, or complaints over any police frequency. Complaints about dispatchers are handled through the chain of command.
- C. Uniform Commander / Supervisor
- 1. Monitors radio and computer traffic involving their respective channel to preserve proper radio decorum and ensure a high degree of efficiency regarding the functions and activities of their unit;
  - 2. Responds to and supervises the scene of all dispatched major incidents;
  - 3. Handles complaints on officers (on and off-duty) received from the dispatcher;
  - 4. Investigates when subordinates fail to respond to the dispatcher;
  - 5. Responds to scenes upon request of subordinates, when feasible; and
  - 6. Assists dispatchers in maintaining officers' availability for service.

### **.10 PHONETIC ALPHABET**

The Standard Phonetic Alphabet, listed below, is utilized in spelling or using letters in messages:

A – Alpha	F – Foxtrot	K – Kilo	P – Papa	U – Uniform	Z - Zulu
B – Bravo	G - Golf	L - Lima	Q – Quebec	V - Víctor	
C – Charlie	H – Hotel	M – Mike	R – Romeo	W - Whiskey	
D – Delta	I - India	N – November	S – Sierra	X - X-Ray	
E – Echo	J – Juliet	O - Oscar	T – Tango	Y - Yankee	

### **.11 RADIO TEN-SERIES CODES**

- A. In compliance with National Incident Management System (NIMS) and to be better able to communicate with other first responders, the use of Radio Ten Codes is limited to only twelve codes:
- 1. 10-4 Acknowledged;
  - 2. 10 - 11 *Cover Officer Requested*;
  - 3. 10 - 12 *Wanted Person / Active Stolen*;
  - 4. 10 - 13 *Sex Offenses/Medical Concerns*;
  - 5. 10 - 14 *Mentally Ill Person*;



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6. 10 - 15 *Officer or Firefighter in Trouble;*
7. 10 – 16 *Patient Expired;*
8. 10-21 15 Minute Break;
9. 10-22 30 Minute Break;
10. 10-40A Subject Wanted on Felony Warrant;
11. 10-40B Subject Wanted on Class A or B Misdemeanor Warrant; and
12. 10-40C Subject Wanted on Class C Misdemeanor Warrant.

### **.12 RADIO CHANNEL ASSIGNMENTS**

A. The following are permanent operational radio channel assignments. Asterisks (\*) indicate dispatch channels:

<b><u>Section, Unit, Detail, or Function</u></b>	<b><u>Channel #</u></b>
1. North Patrol Section	1 – A *
2. West Patrol Section	1 – C *
3. South Patrol Section	1 – E *
4. Central Patrol Section, Downtown Bike Patrol Unit, Special Victims Unit, and Park Police	1 – G *
5. East Patrol Section	1 – I *
6. Northwest Patrol Section	1 – K *
7. Information Channel	1 – M
8. Tactical Response Unit	1 – N *
9. Traffic Channel	2 – A *
10. Downtown Bike Patrol Unit	2 – C
11. Fleet Services	2 – N
12. Intelligence Unit	3 – A
<b><u>Section, Unit, Detail, or Function</u></b>	<b><u>Channel #</u></b>
13. Covert Operations Units	
a. Vice	3 – B



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b. Narcotics	3 – C
14. Crime Scene Unit	3 - D
15. Repeat Offenders Program	3 - E *
16. Special Operations Unit	3 - G
17. Homicide Unit	3 - H
18. Vehicle Crimes Unit	3 - I
19. Executive Protection	3 - J
20. Night Detectives Unit	3 - K
21. Asset Seizure Detail	3 - M
22. Shooting Team	3 - N
23. Internal Affairs	3 - O

- B. Requests for temporary assignment of service channels for special functions or operations are made in writing to the Communications Unit Director. The requests include the reason(s) for requiring the channel, the date(s) and time(s) needed, and necessity of dispatch personnel.

### **.13 OFF-DUTY COMMUNICATIONS BY OFFICERS**

- A. Each officer is responsible for all transmissions from his assigned radio.
- B. Radio usage is limited to police business.
- C. An off-duty officer working an extra job should check in/out with the dispatcher and monitor the channel serving the area of his location in the event of an emergency.
- D. An off-duty officer transmitting on a police radio shall identify himself by using the identifier "Bravo" before his assigned badge number name (i.e., Bravo 123 Officer Smith, Bravo 2023 Detective-Investigator Smith, Bravo 3013 Sergeant Smith, etc.).
- E. Transmissions over police frequencies by off-duty officers are limited to the following instances:
1. Emergency situations where the officer needs assistance to prevent injury or loss of property are reported to the operational channel covering the area of the situation;
  2. Crimes in progress or major accidents are reported to the operational channel covering the area of the situation;
  3. Police service requests of a non-emergency nature are reported to the information channel only if a telephone is not available;
  4. Officers requesting prisoner transportation or case numbers may use the information channel frequency if a telephone is not available or its use would compromise the arrest or officer safety; and





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5. Information channel use is restricted to assistance with police related matters and hazardous situations that require an immediate response from a governmental agency (i.e., water main breaks, traffic hazards, utility problems, light malfunctions, etc.).

### **.14 TELEPHONIC COMMUNICATION**

#### **A. Requests For Service**

1. Members receiving telephone requests for service:
  - a. Obtain the nature of the request; and
  - b. Determine if the request may be dealt with by the member receiving the call or another member present within the unit, or must be handled by a member of another unit or be dispatched to a field unit.
2. If the request must be dealt with by a member of another unit, the member transfers the caller and announces the call to the appropriate unit.
3. If the request must be dispatched, the member transfers the caller and announces the call to the Communications Unit.
4. Members receiving telephonic complaints against another member comply with the process prescribed in Procedure 303, *Disciplinary Procedures*.

#### **B. Requests For Information**

1. Members receiving telephone requests for information may confer information in accordance with Procedure 307, *Public and Media Information*.
2. Any requests from outside the Department for release of information from departmental administrative or field files are referred to the Accounting and Personnel Office.

#### **C. Long-Distance Communication**

1. Members needing to make a long-distance telephone call in conjunction with their assigned duties place the call through the Communication Unit.
2. The Communication Unit maintains a complete log of all long-distance calls charged to the Department.

### **.15 ACCEPTING / DELIVERING EMERGENCY MESSAGES**

- A. Accepting and delivering emergency messages is a legitimate law enforcement function. Therefore, members of the Department shall adhere to the following criteria when accepting and delivering emergency messages.
- B. Emergency messages include, but are not limited to the following types of messages:
  1. Death messages (both local and out of area);
  2. Serious illness or injury messages (both local and out of area);
  3. Any other types of messages which, if not delivered in a timely manner, could have adverse effects on members of an immediate family.



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### **C. Accepting Emergency Messages**

1. All incoming messages of an emergency nature shall be transferred to the appropriate unit without delay.
2. If the unit is not open or the unit with follow-up responsibility for the emergency message cannot be determined, the emergency message will be transferred to the Communications Unit supervisor's office.

### **D. Delivering Emergency Messages**

1. The Communications Unit supervisor shall determine the nature of the emergency messages and attempt to contact the unit or member with follow-up responsibility by telephone.
2. If the unit with follow-up responsibility cannot be determined, the Communications Unit will be the unit responsible for delivering emergency messages.
3. If the unit or member with follow-up responsibility can not be contacted, a patrol officer will be dispatched to deliver the emergency message.
4. The member delivering an emergency message shall attempt to deliver the message with the understanding the message may cause some mental anguish for the receiving party.
  - a. If the emergency message has a telephone number or name of a party to contact, the member should just give the receiving party the telephone number and name of the party to contact for an emergency message.
  - b. If there is no one to receive the emergency message, the member attempting to deliver the message should leave a telephone number and name of a party to contact on a note in an easily seen location.
5. When an emergency message must be delivered to a party out of the jurisdiction of the Department, the Communications Unit or the Security Desk will deliver the emergency message by teletype to the appropriate law enforcement agency.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## Procedure 404 – Forms Control



Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	July 31, 2010 October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	1
Forms Referenced in Procedure:	SAPD Form #6211	Related Procedures:	None

### .01 INTRODUCTION

This procedure establishes guidelines for the creation, revision, and maintenance of forms, charts, maps, and graphics used by the Department.

### .02 POLICY

It is the policy of the San Antonio Police Department that all departmental forms used by members of the Department are created or revised by the Research and Planning Detail, have a SAPD form number, and are available through a computer forms library or are printed and distributed by the Department Print Shop.

### .03 CREATION OR REVISION OF DEPARTMENTAL FORMS

- A. Requests for the creation or revision of any form used by the Department are made in writing through the chain of command to a Division Commander.
- B. The Division Commander makes a recommendation regarding the request and forwards all approved requests to the Research and Planning Detail.
- C. The Research and Planning Detail creates or revises all departmental forms used by the Department. All requests for new or revised forms are evaluated to determine if a review by the Legal Advisor is necessary prior to the requested forms being approved.
- D. The Research and Planning Detail, when possible, has the newly created or revised forms entered into a computer forms library.

### .04 CREATION OF MAPS, CHARTS, AND GRAPHICS

- A. Requests for the creation of maps, charts, or graphics used by the Department are made in writing through the chain of command to a division commander.
- B. The Division Commander makes a recommendation regarding the request and forwards all approved requests to Research and Planning Detail.
- C. The Research and Planning Detail creates the requested maps, charts, and graphics. If the requested work is beyond the capability of the Research and Planning Detail, the member requesting the work contacts the Accounting and Personnel Office for information or assistance in obtaining bids from outside vendors.
- D. The cost incurred for work sent outside of the Department is charged to the budget of the unit requesting the work.

### .05 PRINTING AND STORAGE OF DEPARTMENTAL FORMS

- A. All requests for printing of departmental forms are made on SAPD Form #6211, *Form /Printing Request*. The printing requests must be approved by a supervisor in the Research and Planning Detail.
- B. The Department Print Shop prints departmental forms upon receiving approved SAPD Form #6211.
- C. The Department Print Shop maintains an adequate supply of all forms used by the Department.
- D. Unless exigent circumstances exist or change is mandated by law, present stocks of departmental forms are expended before new forms are placed in use.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 405 – Computer Systems*



Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	July 31, 2010 October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	3
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

- A. The purpose of this procedure is to establish a process for the requisition of computer hardware/software, the installation or relocation of computer hardware, and reporting computer hardware/software problems.
- B. All computer hardware/software used by members of this Department shall be in the inventory and control of Information Systems. Information Systems is the only unit that will approve or provide computer hardware/software to units of this Department.

### **.02 REQUESTS FOR COMPUTER HARDWARE**

- A. Members requiring new or additional computer hardware, or changes to current computer hardware, shall submit a written request to their unit/section supervisor.
- B. The Unit/Section Supervisory Officer:
  - 1. Determines if the request will improve the member's or unit productivity; and
  - 2. Forwards all approved requests through the chain of command to the appropriate Division Commander.
- C. The Division Commander:
  - 1. Evaluates all requests to determine if the requested computer hardware will improve the overall operation of the division; and
  - 2. Forwards all approved requests to Information Systems.
- D. The Information Systems Manager:
  - 1. Evaluates all requests from division commanders and makes the final determination for approval;
  - 2. Prioritizes all approved requests; and
  - 3. Requests purchase of approved computer hardware in accordance with budgetary constraints.

### **.03 REQUESTS FOR INSTALLATION, REMOVAL, OR RELOCATION OF COMPUTER HARDWARE**

- A. The Information Systems is responsible for the installation, removal, or relocation of all computer hardware used by the Department.
- B. The Information Systems personnel will install, remove, or relocate all computer hardware.
- C. Members requesting to have computer hardware installed, removed, or relocated shall submit a written request to their unit/section supervisory officer.
- D. The Unit/Section Commander:
  - 1. Determines if the request will improve the member's or unit productivity; and



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### *Procedure 405 – Computer Systems*



2. Forwards all approved requests through the chain of command to the appropriate division commander.

E. The Division Commander:

1. Evaluates all requests to determine if the requested computer hardware installation, removal, or relocation will improve the overall operation of the division;
2. Forwards all approved requests to Information Systems no later than five (5) working days prior to the requested installation, removal, or relocation date; and
3. Coordinates the installation, removal, or relocation with the Information Systems.

F. Information Systems Manager:

1. Evaluates all requests from division commanders and makes the final determination for approval;
2. Prioritizes all approved requests; and
3. Authorizes Information Systems personnel to proceed with the installation, removal, or relocation of computer hardware.

#### **.04 REQUESTS FOR NEW OR MODIFICATIONS TO EXISTING COMPUTER SOFTWARE**

- A. Members requesting new or modified computer software shall submit a written request to their unit/section supervisory officer.

B. The Unit/Section Supervisory Officer:

1. Determines if the request will improve the member's or unit productivity; and
2. Forwards all approved requests through the chain of command to the appropriate Division Commander.

C. The Division Commander:

1. Evaluates all requests to determine if the requested new or modified computer software will improve the overall operation of the division; and
2. Forwards all approved requests to Information Systems.

D. The Information Systems Manager:

1. Evaluates all requests from Division Commanders and makes the final determination for approval;
2. Prioritizes all approved requests; and
3. Requests the purchase of new software or modifies existing computer software in accordance with budgetary constraints.

#### **.05 COMPUTER HARDWARE MAINTENANCE**

Members who encounter problems with computer hardware including, but not limited to, problems with computers, mobile data terminals, portable mobile data terminals, printers, and mainframes shall contact Information Technology Systems Department (ITSD) at 207-8888.



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## ***Procedure 405 – Computer Systems***



### **.06 COMPUTER SOFTWARE MAINTENANCE**

Members who encounter problems with computer software which does not function properly shall contact ITSD at 207-8888.

### **.07 INVENTORY OF COMPUTER HARDWARE/SOFTWARE**

Information Systems is responsible for all computer hardware/software inventories and will conduct periodic inspections to verify its accuracy, integrity, and performance.

### **.08 UNAUTHORIZED USE OF COMPUTER HARDWARE/SOFTWARE**

- A. Only computer hardware/software that is in the inventory and control of the ITSD will be used by members of this Department in the workplace. No personally owned computer hardware/software will be used by a member of this Department in the workplace.
- B. All computer hardware/software will be used for official Department business only and in an authorized manner designed to meet the unit/section mission.
- C. Any unauthorized use of computer hardware/software may result in disciplinary action against the involved member.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 406 – Communications Holds, Transcripts, and Copies*

Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	3
Forms Referenced in Procedure:	SAPD Form #119-C2	Related Procedures:	None

### **.01 INTRODUCTION**

- A. This procedure establishes departmental policy regarding the holding and releasing of communication recording tapes, the copying of these tapes, and recovering the costs involved.
- B. Mandates from *The Texas Open Records Act* bear upon the matter in that they stipulate certain information that agencies may or may not divulge.

### **.02 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Copy      Data Tape      Hold      Master Tape      Tape      Transcript

### **.03 ACCOUNTABILITY AND RESPONSIBILITY**

- A. Unless a hold is properly placed on a master or data tape, the information contained on these tapes is retained for a period of not less than thirty (30) days and not to exceed ninety (90) days.
- B. The System Specialist (located in the Communications Unit):
  - 1. Maintains a complete and current inventory of all master tapes;
  - 2. Maintains a system of accountability for each tape within their custodial care at all times;
  - 3. Maintains a log to reflect all copies made and holds placed on any portion of the master tape; and
  - 4. Is the Department Records Custodian for the 911 tapes.
- C. Information Systems:
  - 1. Coordinates holds placed on data tapes with the Information Technology Systems Department (ITSD);
  - 2. Maintains a system of accountability for each data tape within their custodial care at all times; and
  - 3. Maintains a log to reflect all copies, holds, and transcripts of any portion of a data tape.

### **.04 REQUESTS FOR HOLDS**

- A. An officer requiring a master or data tape to be held for investigative or evidence purposes:
  - 1. Prepares SAPD Form #119-C2, *Communications Request Form*.
  - 2. Submits the completed form to the officer's supervisor for approval (the detective responsible for investigating the case need not obtain the supervisor's signature);
  - 3. Retains a copy of the approved form with the case file; and
  - 4. Personally delivers or routes the approved request to:
    - a. The Communications Unit System Specialist for radio or telephone master tape holds; or



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### *Procedure 406 – Communications Holds, Transcripts, and Copies*



- b. The Information Systems office for data tape holds or transcripts.
- B. In the event of an emergency request for a hold, the System Specialist and Information Systems office honor verbal requests to hold a master or data tape for five (5) working days. SAPD Form #119-C2 must be submitted to hold the master or data tape past the expiration of the five (5) working days.
- C. Master and data tape holds remain for a period of six (6) months or until the hold is released by the initiating officer or his unit commander. When the need no longer exists for a tape to be held, the officer who initiated the hold submits SAPD Form #119-C2 to cancel the hold request.

#### **.05 NOTIFICATION OF HOLD EXPIRATION**

- A. Ten (10) days prior to the expiration of a hold, the System Specialist or Information Systems office prepares written correspondence, directed to the commander of a unit having an active hold on a tape, notifying the commander of:
  - 1. Case number;
  - 2. Date of occurrence;
  - 3. Type of information held (i.e., radio, MDC, telephone); and
  - 4. Basic information as to the nature of the case.
- B. The unit commander replies in writing within ten (10) days, and:
  - 1. May request an additional six (6) month hold; or
  - 2. Releases the hold.
- C. In the event the unit commander fails to reply within ten (10) days after notification, the hold is automatically discontinued.

#### **.06 REQUESTS TO LISTEN OR COPY MASTER TAPES**

- A. An officer requesting to listen to or obtain a recorded copy of a segment of a master tape or a transcript of a data tape:
  - 1. Follows the steps in Subsection .04A of this procedure;
  - 2. Arranges for a mutually acceptable time to listen to or make a copy of the requested tape. If mutually agreed upon, the System Specialist will make a copy of the tape without the officer present; and
  - 3. The requesting officer furnishes a blank standard recording cassette of suitable length to capture the requested information.
- B. If a supervisory officer needs to listen to or obtain a copy of a tape due to an emergency, he shall contact the Communications Unit Supervisor.
- C. The System Specialist maintains a log to reflect all occasions where an officer listens to a master tape or when a copy of a master tape is made.

#### **.07 PUBLIC, NEWS MEDIA, AND OUTSIDE LAW ENFORCEMENT AGENCY REQUESTS**

- A. Requests from the public and news media for a transcript of a data tape or a copy of a master tape must be made by submitting SAPD Form #119-C2 through the Police Media Services Detail.





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### *Procedure 406 – Communications Holds, Transcripts, and Copies*

- B. Requests from outside law enforcement agencies (including DA's Office) for a transcript of a data tape or a copy of a master tape must be made by submitting SAPD Form #119-C2 through the unit with follow-up investigative responsibilities for approval.
- C. Information relating to litigation of a criminal case or civil matter is requested through the appropriate court. Without the proper court documentation, verbal requests for a hold on a tape will be honored for only five (5) days.
- D. The person making the request for a transcript of data tape or a copy of a master tape will be notified of the approximate schedule of costs at the time of the request by the Police Media Services Detail.
- E. All requests for copies of master tapes must be accompanied by a blank standard recording cassette of suitable length to capture the requested information.

#### **.08 APPROVAL OF PUBLIC INFORMATION REQUESTS**

- A. The Police Media Services Detail forwards the request to the unit responsible for the investigation, the Department Legal Advisor, and keeps the Office of the Chief advised on all requests for communications recorded information.
- B. The unit responsible for the investigation makes a recommendation on the request to the Police Media Services Detail.
- C. The Department Legal Advisor:
  - 1. Determines and responds, within ten (10) business days, whether or not the information is to be disclosed; and
  - 2. Prepares written correspondence, addressed to the Police Media Services Detail, advising the unit of his determination. The copy of the requested tape will accompany the Department Legal Advisor's determination.
- D. All approved public and news media requests for transcripts or copies of Department communications tapes received by the Police Media Services Detail are submitted to the System Specialist and Information Systems office, which shall:
  - 1. Produce the requested information;
  - 2. Prepare an invoice itemizing the costs for producing the transcript or copy of tape (The costs include materials, labor, and overhead. Outside law enforcement agencies are charged for material costs only when the request is in connection with a case that originated within this Department. All other requests from outside law enforcement agencies are charged the same as public requests); and
  - 3. Submit the requested information and invoice to the Police Media Services Detail.
- E. When the Department receives a request for information which it considers within one of the exceptions stated in The Texas Open Records Act, the Legal Advisor will prepare written correspondence, addressed to the person who initiated the request, advising the person of the denial of the request and the associated reason.
- F. On receipt of the approval, the Police Media Services Detail advises the person or agency requesting the information the amount of charges and when and where to claim the information.
- G. The Records Office collects the charges, stated in the invoice, from the person picking up the information.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 407 – Automated Field Reporting*

Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	May 04, 2012 March 01, 2011
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	27
Forms Referenced in Procedure:	AFR POLICE REPORT AFR ARREST REPORT SAPD Form #159.08 SAPD Form #162	Related Procedures:	307, 401, 402, 407, 508, 601, 610, 611, 703, 707, 708, 905

### **.01 INTRODUCTION**

- A. The purpose of this procedure is to establish guidelines for the preparation of the Department's Offense/Incident/Supplemental Reports via the Intergraph/Denali Automated Field Reporting System (AFR). AFR is not used for administrative type reports. These may be submitted on the appropriate forms as according to the type of incident.
- B. The specific instructions for the completion of an AFR Offense/Incident/Supplemental Report can be found in the AFR Field Guide available on the SAPD WEB. The specific instructions for using and navigating on AFR may be found in an instruction guide titled Automated Field Reporting (AFR) User Manual. This publication is available upon request at the Department's website: <https://sapdweb/Default.asp>. There are additional training materials that officers can use on SAPD WEB to answer questions they may have. It is important to remember that AFR is an automated process of reporting and each type of report is handled in accordance with the General Manual.
- C. When the Automated Field Reporting System is OFFLINE and cannot be accessed from an assigned vehicle's laptop computer, officers will handwrite Offense/Incident/Supplemental Reports in accordance with General Manual Procedure 401, *Offense/Incident/Supplemental Reports*. Instructions for handwritten Offense/Incident/Supplemental Reports are found in the Field Note Report Guide.

### **.02 DISCUSSION**

- A. The AFR System allows police reports to be entered directly into the Department's computer system for retention and dissemination.
- B. The AFR System was implemented department wide on January 1, 2011. The Records Management System (RMS) is the official records keeping source beginning January 1, 2011.
- C. *Arrest Reports, Offense Reports, Incident Reports, Field Interviews and Supplemental Reports* will be completed on the Intergraph/Denali Automated Field Reporting System (AFR). These reports are used to document criminal offenses and other types of police incidents. When completed, these reports will then be forwarded electronically into the Records Management System (RMS).
- D. Initially, only the reports listed in Section .04 will be available, with other reports phased-in later in the project.

### **.03 AUTOMATED FIELD REPORTING (AFR) SYSTEM**

- A. The Automated Field Reporting (AFR) System, along with the Records Management System (RMS), is designed to assist members in completing reports quickly and accurately, to give follow-up detectives and supervisor's instant access to these reports, and to decrease the amount of time that citizens have to wait for police reports.
- B. Members will complete their reports by entering the required data into the Department's Automated Field Reporting (AFR) System.
- C. Patrol Responsibilities
  - 1. Immediately after completing a call, officers shall notify the dispatcher of their return to service. Officers should enter the data for their reports into the AFR System during their tour of duty. Once the report is completed, the officer will save the report either on their Department issued thumb drive or "H" drive. The



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 407 – Automated Field Reporting*



officer will then submit the report electronically to his supervisor for approval.

2. If extenuating circumstances do not allow an officer to complete the electronic data entry of reports into the AFR System by the end of a tour of duty, the officer shall contact his supervisor to determine which one of the following is the most viable option:
  - a. Relinquish the police vehicle to the oncoming officer and complete all required reports by using a city-issued workstation, located in the report writing room of their substation; or
  - b. After returning to the substation, if the vehicle is not needed by the oncoming shift, the officer should complete all required reports by using the laptop in their patrol car.
3. If either of the following events occurs:
  - a. An officer's AFR System is OFFLINE and cannot be accessed from his assigned vehicle's laptop computer; or
  - b. An officer needs to complete a report at the end of his tour of duty and all the city-issued workstations are being used, the officer will:
    - (1) Obtain authorization from his supervisor or the oncoming supervisor to handwrite his report(s).
    - (2) The officer will include the name and the badge number of the supervisor who authorized him to handwrite his report(s).
    - (3) This information will be documented at the bottom of the details section of the report.
- D. If numerous officers are reporting that the AFR System is offline and cannot be accessed from their assigned vehicle's laptop computers:
  1. The supervisor(s) shall contact the Information Technical Services Department (available 24/7 at 207-8888) to determine if there is a system-wide outage, and if so, what the estimated downtime will be.
  2. If warranted, the supervisor(s) will inform the on-duty Communications Unit personnel to notify the officers to begin handwriting their reports until further notice.
- E. All officers are reminded that they are still required to take and maintain their field notes in accordance with Rules and Regulations 4.11, *Required To Take And Maintain Notes*.
- F. Thumb drives and laptop keys are city-issued equipment. The thumb drives are only to be used to save police-related documents, such as police reports. Nothing of a personal nature is to be saved on the thumb drives.
- G. Should an officer lose his thumb drive, or vehicle laptop key, he shall submit a report through his chain of command documenting the circumstances surrounding the loss. The report will be routed to the Labor Relations Board via the Chief's office who will then determine whether the officer will be held accountable for the replacement cost of the thumb drive or key. The officer shall take a copy to the Information Services Manager to have a new thumb drive or lap top key issued. The officer does not have to wait for the board recommendation to have one of the new items issued.
- H. Non-Patrol Responsibilities
  1. Members who do not have access to laptop computers in their vehicles will enter the data for their reports by using city-issued workstations that are located in their respective police facilities.



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## Procedure 407 – Automated Field Reporting

- a. If a member does not have access to or cannot access a computer, the member will obtain authorization from a supervisor before handwriting his report(s).
- b. The member will include the name and the badge number of the supervisor who authorized him to handwrite his report(s).
- c. After obtaining authorization to handwrite his report(s), the member will immediately complete his report(s) and deposit them in the designated report collection receptacle or route the original to his supervisor for approval and routing to records so that it can be entered into the Records Management System.

### .04 REPORTS

#### A. Information report

1. The AFR Information Report is the basic report used to report many non-criminal police activities. When completing an Information Report, the officer will select the radio button "Information" located underneath the title "Incident Type" (see screen shot below).

2. The AFR information report has a multi-purpose format and is used for reporting the following:

- |    |   |
|----|---|
| a. | Private property crashes which are not reportable to the Texas Department of Public Safety, may be handled in accordance with GM Procedure 707, <i>Crash Investigations</i> ; |
| b. | Any administrative information which does not require a specific report; and  |
| c. | Information reported by individuals regarding alleged criminal activity.  |

#### B. Offense Report

1. An AFR Police Report is completed by an officer who is assigned report responsibility for a reported offense or who files a complaint, as well as for specific special issues (listed in Subsection .04).
2. When completing an Offense Report, the officer will select the radio button "Offense" (see screen shot).



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## Procedure 407 – Automated Field Reporting

**Heading**

Search CAD

**Incident Details**

Incident Type: ☐ Information ☒ Offense ☐ Arrest ☐ Supplement

Offense Case #:  CFS Number:  Occurred From Date:  Show Calendar 15

Occurred From Time:  00 : 00 Occurred To Date:  Show Calendar 15 Occurred To Time:  00 : 00 Reported On Date:  Show Calendar 15 Reported On Time:  00 : 00

3. An AFR offense report is used for all occurrences prescribed in Section .05 of this procedure.
4. When taking a stolen vehicle report in the field, it is essential that officers get the “NIC” number from the Service Agent who has entered the vehicle as an “active stolen” in the OMNIXX systems. Officers should stay on the telephone, if calling in, until the service agents gets the NIC number. The Service Agent will then communicate this NIC number to the officer. This only takes a few minutes to obtain. Also, have these vehicles entered into the systems as soon as possible as this is critical information for the other officers in the field. Once the officers have received the NIC number, they enter it in the vehicle section of the AFR report under the “NIC” write in box. The officer may also include it in the details of the report.

### C. Arrest Report

1. When an arrest is made, the “Arrest” radio button is selected. The “Arrested” box must be checked for all physical and technical arrests. The one exception to this rule is when an officer arrests an individual in a stolen car and does not have any additional charges pending. This report will be done on a supplement report in order to cancel the vehicle stolen in the RMS. Any additional charges will need to be generated on a new report.
2. In the Suspect section, select “Known” and check the box titled “Arrested” ( see screen shot below).

**Suspect**

1.

Search People Get Last Person Save Person

Suspect Type: ☒ Known ☐ Unknown

Arrested ☒

Traffic Stop: ☐ Yes ☐ No Was Suspect Driving Car: ☐ Yes ☐ No Race Known Prior to Stop: ☐ Yes ☐ No Reason for Stop:

Delete



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### *Procedure 407 – Automated Field Reporting*

3. Enter the name and DOB of the arrested person and then click the icon “Search People.”

Last Name	First Name	Middle Name	Suffix
<input type="text" value="SMITH"/>	<input type="text" value="JOHN"/>	<input type="text"/>	<input type="text"/>
Nickname	Race	Sex	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth	Age	Age Range	Weight
<input type="text" value="Show Calendar"/> 15	<input type="text"/>	From <input type="text"/> To <input type="text"/>	<input type="text" value="lbs"/>
			<input type="text" value="ft"/> <input type="text" value="in"/>
			Driver's License #
			<input type="text"/>

4. Select the **Search RMS** button to search the RMS database. Records which meet the search criteria are displayed in the Search Result's Grid. Up to 20 records can be displayed at one time. The more details entered in the Search Window data field will narrow the search and produce fewer returns.

**Person Search Window**

Clear OK

Last Name	<input type="text" value="SMITH"/>	First Name	<input type="text" value="JOHN"/>
Middle	<input type="text"/>	DOB	<input type="text" value="Show Calendar"/> 15
Sex	<input type="text"/>	Race	<input type="text"/>
Driver Lic	<input type="text"/>	Lic State	<input type="text" value="Texas"/>
SSN	<input type="text"/>	# Records to Return	<input type="text"/>

**Search RMS**

Last Name	First Name	Middle	Suffix	Date of Birth	Street Address	City	State	Zip	License #



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## Procedure 407 – Automated Field Reporting

- Highlight the desired Name IF found in the RMS Database and select the **OK** check mark

**Person Search Window**

Clear OK

Last Name: SMITH First Name: JOHN

Middle:  DOB: Show Calendar 15

Sex:  Race:

Driver Lic:  Lic State: Texas

SSN:  # Records to Return:

Search RMS Search Local Last 10

Search Returned 60 Results

Last Name	First Name	Middle	Suffix	Date of Birth	Street Address	City
SMITH	JOHN	CLIFFORD		04/11/1920	915 ISLAND	SAN ANTONIO
SMITH	JOHN	FRANKLIN		03/15/1942	8411 DIXON RIDGE	SAN ANTONIO
SMITH	JOHN	C		05/03/1921	3727 COMMERCIAL	San Antonio
SMITH	JOHN	R		10/21/1963	2002 71ST	LUBBOCK
SMITH	JOHN	A		03/09/1966	343 CONCIO	SAN ANTONIO
SMITH	JOHN	J		07/22/1967	3510 PAVILLION CIR	SAN ANTONIO

- The individual's information is now populated onto the report. This procedure will help in preventing multiple entries of an individual's name that is already in the database.

1. SMITH,JOHN

Search People Get Last Person Save Person

☐ Arrested

**Suspect Type**

☐ Known ☐ Unknown

Traffic Stop: ☐ Yes ☐ No Was Suspect Driving Car: ☐ Yes ☐ No Race Known Prior to Stop: ☐ Yes ☐ No Reason for Stop:

Location of Stop:  Contraband or Evidence Found:

Last Name: SMITH First Name: JOHN Middle Name: C Suffix:

Nickname:  Race: WHITE Sex: Male SSN:

Date of Birth: 5/3/1921 Age: 90 Age Range: From To Weight: 220 lbs Height: 5 ft 09 in Driver's License #:

Delete





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### Procedure 407 – Automated Field Reporting

#### 7. Complete the Arrest Details

#### 8. Utilize the drop down menus, especially the “Arrestee Was Armed With” section.

#### 9. In the Associated Charge section, Click the “Add Charge” icon.

#### 10. Make sure you enter the proper charge and number of counts associated with that charge. Remember, if you have multiple charges and offenses, you will have to use the “Add offense/charge” feature.

#### D. Supplemental Report

1. The AFR Supplement Report is completed by the officer who reports additional information related to an offense/incident and/or those who do not write an offense or incident report.
2. When making changes or corrections to reports which have already been submitted into the system.
3. To recover stolen vehicles, the officer will mark the box "SUPPLEMENT REPORT" at the top of the AFR





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### Procedure 407 – Automated Field Reporting



police report (see screen shot). The officer will place the **original case number** and **original CFS number** on the report, but will list the current CFS (master incident number) currently dispatched on, in the details. Officers need to describe, in the details of the report, what efforts were made to contact the owner and what the final disposition of the vehicle was. Once completed, the officer will N-Code-10 the new CFS number that they are currently out on. Make sure the service agent/dispatcher cancels the BOLO. The case number is listed in the “hit” confirmation on the CAD return. Both the original and supplement report will be under the same case and CFS numbers. **FOR VEHICLES STOLEN OUT OF ANOTHER JURISDICTION – the officer will request that a new case be generated. He will place the new case number and cfs number in the appropriate boxes at the beginning of the report. The officer will place the other jurisdiction’s case number in the details of the report. Please refer to the SAPD WEB, STOLEN VEHICLES, for additional scenarios and how they should be documented.**

The form is titled "Incident Supplement Heading" in a blue header. Below the header is a "Search CAD" button. The main section is titled "Incident Supplement Details" and contains several fields and radio buttons. The "Incident Type" section has radio buttons for Information, Offense, Arrest, and Supplement (which is selected). The "Offense Case #" and "CFS Number" fields are empty. The "Occurred From Date" field has a "Show Calendar" button and a date of 15. The "Occurred From Time" field has a "Show Calendar" button and a time of 00 : 00. The "Occurred To Date" field has a "Show Calendar" button and a date of 15. The "Occurred To Time" field has a "Show Calendar" button and a time of 00 : 00. The "Reported On Date" field has a "Show Calendar" button and a date of 15. The "Reported On Time" field has a "Show Calendar" button and a time of 00 : 00. The "Type Of Search" field is a dropdown menu. The "Situation Found" field is a dropdown menu. The "Location Given By Dispatcher" field is a text input field.

#### E. Field Interview

1. The Field Interview form is used in accordance with GM Procedure 508, *Field Contacts*.
2. An officer documents all field contacts by selecting Field Interview and clicking the Load icon.

The form is titled "Denali FBR - 00110433" in a blue header. Below the header is a "Views" section with icons for DRAFT, INBOX, OUTBOX, SENT, and EDIT USER. The "Commands" section has icons for NEW, HELP, LOGOUT, and EXIT. The "Current View" is set to "New". The "Network Status" is "Connected". The "Item Counts" are Draft: 0, Inbox: 0, Outbox: 0. The "Status" is "Idle". The "Load FBR Form" section has radio buttons for Field Interview (which is selected) and Police Report. A "LOAD" button is next to the Field Interview radio button. A large, faint San Antonio Police Department logo is in the background.

3. The officer does not generate a SAPD case number, but will use the assigned CFS # SAPD-2012-1234567.



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### Procedure 407 – Automated Field Reporting



#### FIELD INTERVIEW FORM

Search CAD

Field Interview Number:   
Interview Type:   
Interview Date:  Show Calendar  
Interview Time:  Calls for Service #:

Officer ID:   
Employee #:   
Badge #:   
Duration:

Primary Reason for Stop:   
Location of Stop:   
Action Taken:

Search Conducted:   
Reason for Search:   
Item Seized:

☐ Pedestrian ☐ Vehicle ☐ Seizure ☐ Consent

4. Gather and enter as much information as possible. Date, time and location of stop are essential in this report. Use “Search People” and utilize “Scars, Marks, Tattoos and medical conditions (SMT).”
5. Officers can enter as many persons as they need to in order to complete their report. However, officers are only able to enter one vehicle per Field Interview. Should a situation occur where multiple vehicles are contacted, a separate field interview will have to be completed for each vehicle and its occupants, however, officers can use the same CFS.

#### Vehicle Information

Search Vehicles Get Last Vehicle Save Vehicle

Vehicle Year:  Tag:  Tag Year:  Tag State:   
VIN #:

Make:  Model:

Color:  Style:  Type:

Vehicle Damages:

6. Once complete, follow the same procedures as you would on saving and submitting a report. The Field Interview report is sent directly to RMS, bypassing the supervisor and records queue.

#### F. Adding Review Comments to a Report - Supervisors & Officers



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## Procedure 407 – Automated Field Reporting

1. “Review comments” by supervisors during the workflow process.  
(Comments will be removed during the import into RMS.)
  - a. Supervisor
    - (1) Once a report has been loaded, begin your review. Click review for any comments the officers may have put in the report. If there are no corrections to be made, click Save, Close and in Draft click Approve and then Send.
    - (2) If you find an error click in the field to be corrected in the report & hold, “SHIFT+ CNTRL +R” to bring up the review edit window.

Navigation

1. ASSAULT-BODILY INJURY

☒ Primary Offense

Report Offense

ASSAULT-BODILY INJURY

Premise

Weapon Brand

Weapon Model

Weapon Color

Completed

- (3) You have two options for entering the comments:
  - i. Select the reason from the “Enter” or select a reason for the “review” from the drop down; or

Review Edit Window

Enter or select a reason for the review.

Narrative forces this item to be filled.

Correct spelling errors.

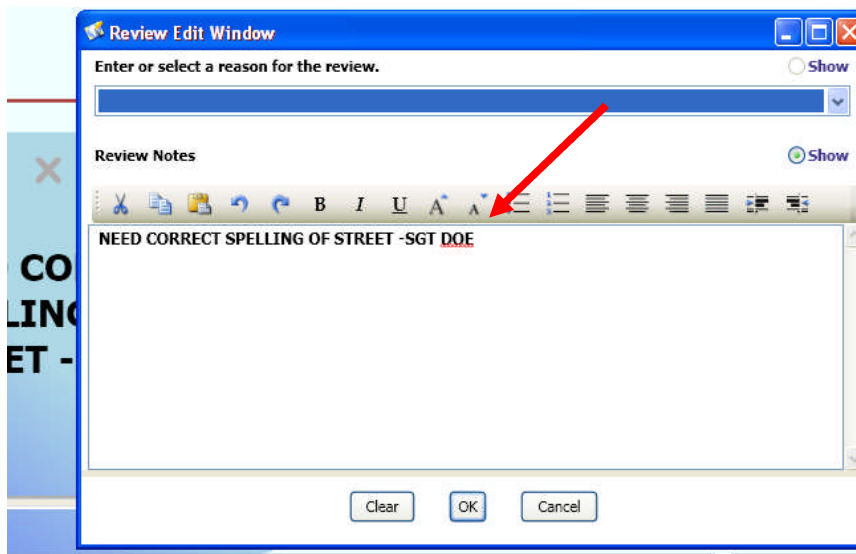
Show

- ii. Enter your comment in the “Review Notes” text field. Please add your name and assignment to let the individual know who sent the message.

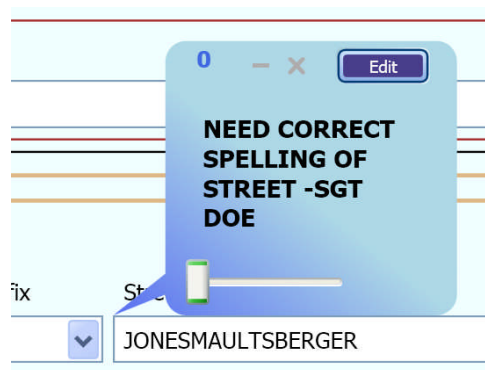


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### *Procedure 407 – Automated Field Reporting*



- 4) Select the OK button on the Review Edit Window.  
You will now see the bubble with the comment inserted and from whom.



- (5) Save the report and reject back to the officer.
- b. Officer
  - (1) Once you receive the report move it to the drafts and load it. Press “review” to see what corrections are needed. By clicking in the “review box” you will be taken straight to where the bubbles are located.





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## Procedure 407 – Automated Field Reporting

INC# SAPD-2010-0889877 SVC# 08  
PROB# z-On Site Activity  
ADDRESS 200-299 NAVARRO ST  
Master Incident Number  
INFO ATT PRIORS CALLER CAUTION PREM 2NDRY LOC HAZMAT  
CROSS VILLITA ST/W MARKET ST  
MDC UNITS 4000A  
OTHER UNITS  
CASE # SAPD10987740  
DateTime Initial Conf Comments  
11/12/2... INT Requested Case Number(s): SAPD10987740

- Once the officer has the “CASE NUMBER” he can utilize the “SEARCH CAD” tool in AFR and find the case.
- The officer can search either by the case number or CFS/master incident number (see screen shot below). Officers are encouraged to use the CFS number as it will return more information that will import into the AFR report.

**Insert the CSF or SAPD case #**

Report #:

Reported Date (From):  Quick Fill  Reported Date (To):

# Records to Return:

**If you use the SAPD case # then use Search Incident**

**If you use the CSF#, then click search CFS.**

Search Returned 12 Results

Report Number	Incident Number	Reported Date	Reported Time	Street Address	City	State
SAPD-2011-0004417	SAPD20110008	01/01/2011	21:17:00		San Antonio	Texas
SAPD-2011-0018406	SAPD20110042	01/05/2011	21:26:00		San Antonio	Texas
SAPD-2011-0077944	SAPD20110077	01/22/2011	21:17:00		San Antonio	Texas
SAPD-2011-0116879	SAPD20110116	02/02/2011	15:14:00		San Antonio	Texas
SAPD-2011-0109568	SAPD20110266	01/31/2011	14:00:00		San Antonio	Texas
SAPD-2011-0116515	SAPD20110281	02/02/2011	15:30:00		San Antonio	Texas
SAPD-2011-0150194	SAPD20110363	02/11/2011	23:05:00		San Antonio	Texas
SAPD-2011-0340717	SAPD20110376	04/04/2011	01:21:00		San Antonio	Texas





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### Procedure 407 – Automated Field Reporting



- e. Once found, the officer clicks “OK” and the basic details of the call will auto fill the report. The officer will see the case number in the correct format. The case number will be in the “Offense Case #” field and the CFS/Master Incident Number will be in the “CFS” field of the AFR report. The CFS/Master Incident Number will not fit in the “Offense Case #” field.

The screenshot displays the 'Police Report' software interface. At the top, there are three tabs: 'Form Commands', 'Zoom Commands', and 'Navigation'. Below these are various icons for actions like 'Validate', 'Review', 'Preview', 'New', 'Save', 'Close', and 'LOCK'. The 'Navigation' tab is active, showing icons for 'Begin', 'Incident', 'Offense', 'Suspect', 'Victim', 'Other Person', 'Vehicles', 'Property', 'LEOKA', and 'Narrative'. The main area is titled 'Incident Details' and contains several input fields and dropdown menus. The 'Incident Type' section has radio buttons for 'Incident', 'Offense' (selected), 'Arrest', and 'Supplement'. The 'Offense Case #' field contains 'SAPD10123456'. The 'CFS Number' field contains 'SAPD-2010-01'. The 'Occurred From Date' field contains '11/15/2010' and the 'Occurred From Time' field contains '13 : 00'. The 'Occurred To Date' field contains '11/15/2010' and the 'Occurred To Time' field contains '14 : 00'. The 'Reported On Date' field contains '11/15/2010' and the 'Reported On Time' field contains '15 : 00'. The 'Type Of Search' dropdown menu is set to 'None'. The 'Clearance Disposition' and 'Situation Found' dropdown menus are also visible. A red text label 'Location Given By Dispatcher' is present above a text input field.

- B. If the incident is one that can be handled by an N-code, the officer does not generate a case number, he merely N-codes the CFS number after placing details into the “Clear Call” Comments field in the laptop. The CFS/Master Incident Number for an N-coded call can be given to a reporting person should they wish to get a "generic" copy of the report, which is in this format: SAPD-2010-0123456 (SAPD-YYYY-#####). Officers are to refer to procedure GM 402, *Differential Police Response*, for using the CFS reporting system.
  1. If the officer needs to generate a report, he will follow the above instructions for creating a case number from the mobile. A case number will be generated in this format: SAPD12123456 (SAPDYY#####).
  2. All General Manual procedures with regard to which calls are N-coded, or must have a report still apply and have not changed.
  3. On any incident where the officer takes some official action, handles evidence, speaks with witnesses in a crime, is an criminal incident, or other situations that do not fit under the criteria of procedure 402, officers shall write the appropriate report. Officers will be held accountable for any violations.
- C. Officers will select which type of report is being generated in AFR, i.e. Arrest, Offense, Incident, or Supplement (see screen shot below). Then the officer shall complete as many of the sections as possible to have a complete report. Officers should understand that it is critical to get as much accurate information as possible into the report so that all the “information” tabs in the RMS are populated and can used for research.



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## Procedure 407 – Automated Field Reporting



Police Report

Form Commands: Validate, Review, Preview, New, Save, Close, LOCK

Zoom Commands: Zoom In, Zoom Out, Screen Width, Screen Height, Default Size

Navigation: Begin, Incident, Offense, Suspect, Victim, Other Person, Vehicles, Property, LEO/KA, Narrative

Search CAD

Incident Details

Incident Type: ☐ Incident ☒ Offense ☐ Arrest ☐ Supplement

Offense Case #  CFS Number  Occurred From Date  Occurred From Time

Occurred To Date  Occurred To Time  Reported On Date  Reported On Time  Type Of Search

Clearance Disposition  Situation Found  Location Given By Dispatcher

Hate Crime: ☐ Related  Type

Arson: ☐ Related  Code  Damage Value

Related Case #

Elements of the Incident

- D. Any criminal offense involving multiple victims occurring at the same time & same location, except for the ones listed below under section E, may be handled on the same offense report with one case number (see screen shot below).

Police Report

Form Commands: Validate, Review, Preview, New, Save, Close, LOCK

Zoom Commands: Zoom In, Zoom Out, Screen Width, Screen Height, Default Size

Navigation: Begin, Incident, Offense, Suspect, Victim, Other Person, Vehicles, Property, LEO/KA, Narrative

Victim

1. DOE, JANE  
2. SMITH, JOHN  
3. DOE, JOHN

Other Person

Vehicles

Property / Evidence

- E. These offenses must be handled on separate reports, i.e., one victim & one case number for each:

1. Burglary of storage units.





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### *Procedure 407 – Automated Field Reporting*



2. Continuing offenses that are separated by distance and time.

#### **EXAMPLES:**

A car burglar burglarizes five cars on one street may be handled under one case number even though there are five different owners. However, if the same burglar were to burglarize four more cars five blocks away from the original burglary, a new case would be generated to handle the four new burglaries. This is for UCR purposes only.

When a car dealership has 30 cars stolen from the same lot, one report will be written and all 30 vehicles will be reported stolen under the same case number. There will be 30 vehicle sections opened in the AFR report and all 30 sections will have a new NIC number for that vehicle. The NIC number is what cancels the vehicle as stolen with NCIC/TCIC.

- F. The AFR Offense Report is prepared and submitted when the preliminary investigation reveals any of the following:
1. An offense classified as a Class B misdemeanor or higher (refer to the Texas Penal Code or GM Procedure 708, *Follow-Up Unit*);
  2. A sex offense (i.e., Sexual Abuse, Indecent Exposure, Public Lewdness, or Disorderly Conduct by Exposure). Officers still follow the same reporting procedures with regard to the use of pseudonyms as listed in General Manual procedure 703, *Handling of Sexual Assault Complaints*;
  3. All thefts (to include confidence operations such as home improvement swindles, Pigeon Drop, Goldbar Swindle, or Three-card Monte).
  4. Officers will check 'Arrest Report' anytime they have a physical body in handcuffs that is being booked into the city or county jail with one exception. This report will also be filled out when there is a technical arrest where a city ordinance violation is being issued. The exception is when an officer has a person under arrest for auto theft and the officer is required to cancel the stolen vehicle. In this case, the officer will simply do a supplement report and will only check the arrest box in the suspect section. If there are additional charges to be filed against this arrested person, then a second report with a new case number and CFS number will need to be generated and all the additional charges will be entered into this report. The officer will put the original case number for the stolen report into the 'Related Case Number' box.
  5. Stolen property will be listed in the Property Section of the AFR report. Like items such as clothing, which do not have serial numbers may be put in one property section. However, items such as electronics, which have serial numbers, or other identifiers, must have their own property section. This will be completed this way even if the owner does not have the serial number on hand. The "value" section must have the total amount of **ALL** the property types that were stolen.



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### Property



- 1. Article - SONY, WIDESCREEN
- 2. Article - CUSTOM DESIGN
- 3. Article - GOLD NECKLACE

### Property Items



Property Tag #	Qty	Category	Action
<input type="text"/>	<input type="text"/>	JEWELRY AND PRECIOUS METAL	STOLEN/ETC.
Owner	Value	Brand	
<input type="text"/>	6600.00	<input type="text"/>	
Model	Color	Serial Number	SRN/NIC Number
GOLD NECKLACE	GOLD	<input type="text"/>	<input type="text"/>
UCR Code	Secondary Action	Secondary Value	Date Recovered
<input type="text"/>	<input type="text"/>	<input type="text"/>	Show Calendar 15

#### Additional Description

1 GOLD NECKLACE 32" SERPENTINE \$2000  
4 LADIES GOLD RINGS \$600  
2 MENS GOLD BRACELET \$1000  
1 MEN'S GOLD STANFORD COLLEGE RING W/ 1CT DIAMOND \$3000




# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL


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
6. **Listing different types of property, some with serial numbers:** Listed below are examples using electronics and jewelry.

**Property**

1. Article - SONY, WIDESCREEN


**Property Items**

Property Tag #	Qty	Category	Action
<input type="text"/>	1	TELEVISION RADIOS STEREOS	STOLEN/ETC.
Owner	Value	Brand	
<input type="text"/>	1360.00	SONY	
Model	Color	Serial Number	SRN/NIC Number
WIDESCREEN	BLACK	SNY12345678	<input type="text"/>
UCR Code	Secondary Action	Secondary Value	Date Recovered
TELEVISIONS RADIOS STEREOS	STOLEN/ETC.	<input type="text"/>	Show Calendar 15
Additional Description			
<input type="text"/>			

**Property**

1. Article - SONY, WIDESCREEN

2. Article - CUSTOM DESIGN

**Property Items**


Property Tag #	Qty	Category	Action
<input type="text"/>	1	JEWELRY AND PRECIOUS METAL	STOLEN/ETC.
Owner	Value	Brand	
<input type="text"/>	20,000.00	CUSTOM DESIGN	
Model	Color	Serial Number	SRN/NIC Number
<input type="text"/>	GOLD	<input type="text"/>	<input type="text"/>
UCR Code	Secondary Action	Secondary Value	Date Recovered
JEWELRY AND PRECIOUS METAL	STOLEN/ETC.	<input type="text"/>	Show Calendar 15
Additional Description			
LADIES GOLD RING -CUSTOM DESIGN - WITH 4 CT. SQ SHAPED DIAMOND CENTERED WITH BAGET DIAMONDS SURROUNDING THE SQ DIAMOND			




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**Property** 

▼ 1. Article - SONY, WIDESCREEN  
▼ 2. Article - CUSTOM DESIGN  
▲ 3. Article - GOLD NECKLACE

**Property Items** 

Property Tag # Qty Category Action  
[ ] [ ] JEWELRY AND PRECIOUS METAL STOLEN/ETC.

Owner Value Brand  
[ ] 6600.00 [ ]

Model Color Serial Number SRN/NIC Number  
GOLD NECKLACE GOLD [ ] [ ]

UCR Code Secondary Action Secondary Value Date Recovered  
[ ] [ ] [ ] Show Calendar 15

Additional Description  
1 GOLD NECKLACE 32" SERPENTINE \$2000  
4 LADIES GOLD RINGS \$600  
2 MENS GOLD BRACELET \$1000  
1 MEN'S GOLD STANFORD COLLEGE RING W/ 1CT DIAMOND \$3000

G. Apparent Sudden Deaths (except deaths resulting from traffic accidents, refer to GM Procedure 707, *Crash Investigation*). Use “DOA” in the drop down box in the AFR for “situation found” and then select “APPARENT SUDDEN DEATH,” except in criminal homicide cases;

H. Any assault offense, regardless of punishment classification; and

I. Other occurrences, documented in the narrative section of the AFR report, including:

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| 1. Found Property                    | 5. Criminal Mischief                |
| 2. Lost property                     | 6. Missing Persons                  |
| 3. Attempted Suicide                 | 7. Warrantless Emergency Detentions |
| 4. Accidental shooting (with injury) | 8. Federal Violations               |

### .06 RESPONSIBILITY AND PROCEDURE FOR TURNING IN REPORTS

A. All AFR reports are completed and submitted by members to a shift supervisor during and prior to the end of their tour of duty. PDF AFR reports may also be submitted to follow-up units via email either through the vehicle laptop or a desktop computer when requested or appropriate. Officers must return to service after completion of the call and generate reports as time permits. If behind at the end of the shift, contact a supervisor about returning the vehicle and completing reports at the substation. If all computers are in use or the system is ‘off line,’ contact a supervisor for approval to handwritten reports and list his/her name/badge in the report narrative.

### .07 OFFENSE CLASSIFICATION TERMINOLOGY

A. Offenses will be coded electronically in the Automated Field Reporting (AFR) System by the Records Management System (RMS) when the officer selects the appropriate offense in the AFR. In the event an Offense Report is handwritten, the report will be manually entered into the RMS by records personnel using AFR.



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## Procedure 407 – Automated Field Reporting

- B. The officer will select the particular offense listed in the drop down menu of the AFR offense reports from the OFFENSE section. The offense codes or statute will automatically fill in after the selection (see screen shot below).

The screenshot displays the 'Police Report' application window. The top menu bar includes 'Form Commands' (Validate, Review, Preview, New, Save, Close, LOCK) and 'Zoom Commands' (Zoom In, Zoom Out, Screen Width, Screen Height, Default Size). The 'Navigation' bar contains icons for Begin, Incident, Offense (selected), Suspect, Victim, Other Person, Vehicles, Property, LEO/KA, and Narrative. The main content area is titled 'Offense Information' and features an 'Add Offense' button. Below this, a list shows '1. Abuse Of Official Capacity >=\$500<\$1,500'. A 'Primary Offense' checkbox is present. The form includes several dropdown menus: 'Report Offense' (selected: Abuse Of Official Capacity >=\$500<\$1,500), 'UCR Category' (selected: PC39.02(c)(3)), 'Attempted / Completed', 'Premise', 'Circumstances', 'Weapon', 'Weapon Brand', 'Weapon Model', and 'Weapon Color'. A 'Delete' button is also visible.

### .08 RESPONSIBILITY AND PROCEDURE FOR TURNING IN REPORTS

- A. Supervisors will review and approve all reports submitted through the AFR System. Report review and approval will be conducted on a daily basis by using either the personal computers located at their substations or the laptop computers located in their patrol cars. Supervisors shall monitor the service area inbox queue continually throughout their shift and utilize the Officer FBR Activity tool to reconcile all reports submitted by officers through the AFR System. When an officer requests a case number and does not submit a report the Records Management System (RMS) will send out an electronic tracer for the missing report to the handling officer.

1. Access to the Officer FBR Activity Tool is available at the SAM RESOURCE page, <http://samweb/welcome.asp>. A training video has been established and is available on the Officer FBR activity system tool under the "HELP" tab. Supervisors need to review this video and ensure that they have the ability to use the tool.
  - a. Supervisors will review and approve officers' pending reports during the course of their shifts. Once the reports are approved, the supervisor must submit the reports to the RMS through the AFR system.
  - b. The rejection process is done through the AFR system. Supervisors will place a "sticky" on the particular sections needing correction. The officer will make the correction and then resubmit the AFR report to the supervisor. The supervisor will ensure that the correction was made and will then forward the report to the RMS through the AFR system.
  - c. The Officer FBR Activity tool is a web based system setup to replace PRTS and to reconcile, on a daily basis, how many reports were neither written, saved to server or rejected in the AFR



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## *Procedure 407 – Automated Field Reporting*



system by the officers. All SAPD supervisors will utilize the activity tool daily to reconcile AFR reports.

The system has three core report reconciliation functions:

1. **No reports written** – This is a list of case numbers requested and no AFR report was written.
2. **Save To Server** – This is a list of reports where the officer started a report, but has not finished and submitted to supervisor for approval. The report is sitting in the officer's inbox.
3. **Rejected reports** – This is a list of reports rejected back to the officer for correction and the officer has not completed this process. These reports should be corrected and resubmitted for approval.
- d. Offense/Incident Reports written by non-sworn members and officers assigned to the Service Expediter System will be written through the AFR system, then reviewed and approved by the appropriate supervisor.

### **.09 REPORTS REQUIRING CALL-IN NOTIFICATION**

- A. In addition to completing the required reports, members shall immediately report the following types of incidents by telephone to either a member at the Security Services Desk, service area substations, or the Juvenile Processing Unit for entry into the Records Management System (RMS), NCIC/TCIC or the TLETS computer system:
  1. Stolen Motor Vehicle Offense Reports shall be immediately reported to the service area Police Service Agent.
  2. Recovered Stolen Motor Vehicle Offense Reports shall be immediately reported to the appropriate service area dispatcher. When a NIC number is obtained it will be listed in the property section of the AFR police report in the 'NIC' box.
  3. Missing Person reports shall be immediately reported to the Juvenile Processing Unit.
  4. The relocation or repossession of towed vehicles shall be reported to the Police Service Agent at the Security Services Desk located at Headquarters (207-7610) or the Security Systems Office (207-7324).
  5. Whenever a firearm is reported stolen, an officer shall immediately report the stolen firearm(s) to the appropriate service area Police Service Agent by telephone for entry into NCIC/TCIC.
- B. The reporting officer shall check "priority name" on the AFR Police report in the administrative section and list the name of the Police Service Agent contacted. Officers shall also note in their details that the report was "CALLED IN."
- C. Reports Called In
  1. After calling in the report to one of the units listed in subsections .10 A. 1-5 (above), the officer should:
    - a. Ensure that the report is entered in the Automated Field Reporting (AFR) System;
    - b. Note in the details of the report that the incident was "CALLED IN";



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- c. Enter the time the report was called in; and
  - d. Enter the operator identification number of the contact person who took the report in the OMNIXX system.
2. Handwritten reports are then submitted at the end of the tour of duty with the words "CALLED-IN" written at the top of the report.

#### **.10 REPORTS TAKEN BY POLICE SERVICE AGENTS AT THE SECURITY DESK OR SERVICE AREA SUBSTATIONS**

- A. When a complainant either calls or arrives at any service area substation in person to make a police report, the Police Service Agent assigned to the substation Security Systems Desk receives the information and shall complete the AFR report;
- B. When a complainant arrives at the Service and Security Agents Desk at Police Headquarters requesting to make a police report, Service and Security Agents Desk personnel will:
  1. Direct the complainant to the appropriate follow-up unit if located in the Police Headquarters building.
  2. Contact the dispatcher and request an officer to prepare the report if the follow-up unit is not located at the Police Headquarters building.
- C. The offense reports are filed electronically in the Records Management System. In order to conform to the court decisions affecting the Privacy Act and the Open Records Act, two (2) separate reports are created by Records Office personnel from the offense report.
  1. PUBLIC REPORT - This is the computer-generated report available to the public and the press in accordance with GM Procedure 307, *Public and Media Information*.
  2. POLICE OFFENSE REPORT - This is the computer-generated report routed by Records Office personnel to the follow-up investigation unit. This report is not available to the public and press. It contains all information concerning the offense submitted by the member with report responsibility.
- D. Members shall not include the names of individuals in the details section of reports, with the exception of officers' names.

#### **.11 MAKING CHANGES ON POLICE REPORTS**

- A. Finalized reports (Offense and Incident) may only be amended through the use of a Supplemental Report. Additionally, reports filed in connection with an arrest (custodial and non-custodial) must also have corrections made through the use of a Supplemental Report. The Supplemental Report can be generated through the Automated Field Report System (AFR) and sent electronically to the RMS. Any reports not yet finalized by a field supervisor may be corrected and resubmitted.
- B. If an officer needs to be contacted to make any changes to reports per the request of any section/unit/office, they will be contacted through their chain of command.

#### **.12 PRINTING AND EMAILING REPORTS**

- A. Officers may, when necessary, provide copies of reports to agencies that require a copy in order to handle a particular police incident. For example, hospitals frequently require a copy of the police report when handling an emergency detention. Officers may take their thumb drive into the facility and print a copy of the saved report. Officers may also access their email from the laptop in their police vehicle and





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email the report to a designated individual.

#### **.13 COMPLETING REPORTS WHEN WORKING OFF-DUTY EMPLOYMENT**

- A. Report responsibilities when working off-duty employment are addressed in General Manual Procedure 905, *Off-Duty and Outside Employment*.
- B. For other major city events, FIESTA, NIOSA, and Folklife Festival, computers will be made available at the command posts for each event that will have the AFR program so that officers can complete reports as required. In the event that computers are not available reports will be handwritten.

#### **.14 ANALYZING PROBLEMS AND TROUBLESHOOTING**

- A. Operational Issues With AFR System

If officers experience AFR System malfunctions, the following resources should be consulted:

1. The user's guide provides help with most problems concerning the operation of the AFR software;
2. AFR Trainers are able to provide additional assistance with operating details and minor troubleshooting guidance; and
3. Technical support is provided by Information Systems personnel during normal business hours (Monday – Friday, 0745 – 1630 hours).

Officers should email either PD AFR SUPPORT or PD RMS SUPPORT with questions or if they are having technical issues with a report.

Officers shall include the following in the email:

SAP number  
CASE and CFS NUMBER  
Synopsis of problem  
Attached PDF copy of the report

- B. Functional Issues With AFR System Application

If officers experience trouble using the AFR program, accessing forms, printing reports, etc., they should adhere to the following guidelines to resolve the situation:

1. Refer to the AFR System User's Guide;
2. Confer with AFR Trainers on the shift;
3. Confer with a FTO Sgt. on the shift;
4. During normal business hours, request that the dispatcher notify Information Systems; and
5. Outside of normal business hours, notify his supervisor and return to the substation to get another patrol car.



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#### C. Technical Issues With AFR System Equipment And Software

If an officer experiences trouble with the AFR System equipment or software, such as the system will not respond, or AFR System will not come up, etc., he should adhere to the following guidelines to resolve the situation:

1. Reboot the laptop by holding the power button for more than 7 seconds. This properly shuts down the laptop. Then, restart the laptop.
2. If reboot fails, immediately notify the shift supervisor about equipment failure.
3. In the event of laptop damage, immediately fill out a SAPD Form 162, *Found Damage Report*, and submit it to the shift supervisor.
4. Immediately notify ITSD personnel about equipment failure by email noting the vehicle and laptop number.
5. The email should specify the exact nature of any problems occurring on the laptop as ITSD may have to review the software.
6. Obtain another vehicle.
7. Patrol Officers shall notify their dispatcher of laptop related problems; and
8. Desktop users shall call the Helpdesk (207-8888) to report any problems. The Helpdesk personnel will either provide appropriate assistance or generate a work order specifying the problem to ensure a timely follow-up.

#### **.15 REMOVING LAPTOP FROM VEHICLE**

##### A. General Guidelines

1. Members are required to watch the Video “Removing MDT from Vehicle” located at the following location [\\fscommon\academy\\_training\2010\removing\\_mdt\\_from\\_vehicle.mpg](\\fscommon\academy_training\2010\removing_mdt_from_vehicle.mpg). This video was produced by the San Antonio Police Department Training Academy Staff, to familiarize members with the proper procedure for undocking and docking laptops in SAPD Vehicles. Questions may be directed to the Training Academy: 207-6262.
2. After reviewing the above mentioned video, members must complete SAPD Form 159.08 *Removing MDT from a Vehicle Video – Signature Receipt* and turn into their Sergeant.
3. Members will now have the ability to remove (undock) the laptop from their assigned vehicle. Note: Laptops will only work with the vehicle it is assigned to (the one it was undocked from).
4. Members should leave the laptop “Locked” in the docking station and only unlock and undock the laptop when mobility is necessary.
5. Members should “never” operate their vehicles with the laptop unlocked or undocked.
6. Members are personally responsible for the care and control of their assigned vehicle laptop.
7. Members must remain with the undocked laptop (be physically present) when it is removed from the vehicle to be compliant with the Criminal Justice Information System (CJIS).



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8. Laptops will only work on the City's secure wi-fi network. If the location the officer is at has wi-fi but it is not on the City's secure network, the laptop will not connect. Members should not attempt to connect to any network other than the City secure network.
9. Docking stations will be made available for members use in various locations throughout the city.
10. At no time should a patrol vehicle be left unattended with the laptop, unlocked in the docking station.
11. Members should be mindful when using the laptop of restricting the public viewing of any information (displayed or stored) on the departmental laptops.
  - a. Any access to CJIS information (TCIC/NCIC TLETS/NLETS) in a non-secure environment is not allowed. While the laptops are removable, if taken into a public space, such as restaurant, it is not longer in a secure environment and therefore CJIS information cannot be accessed.
  - b. Do not share any information that is obtained from TCIC/NCIC TLETS/NLETS with anyone other than authorized users. (This includes the subject of the information, code compliance, child protective service, etc. There are plenty of paid services available to search public records.)
  - c. Do not copy and paste information from TCIC/NCIC TLETS/NLETS into reports. (The reports are subject to the open records act and are releasable to the public.)
  - d. Any violation Government Code 311.085 is subject to administrative sanctions or criminal penalties. (If convicted of accessing the information for non criminal justice reasons, it is a class b misdemeanor; if convicted of selling the information, or releasing the information for any financial gain, it is a felony.)

#### B. Undocking

1. Members may undock and utilize the laptop in a portable fashion for investigative purposes. The security of the laptop remains the responsibility of the assigned member.
2. Wi-fi should connect automatically. The mobility icon should engage showing that it is connecting, this may take a moment. After connection is achieved the laptop should function as when in the patrol vehicle.
3. When returning the laptop to its assigned vehicle, special care must be exercised to ensure the sliding docking panel door on the back side of the laptop is open and the laptop is properly aligned in the dock. The effort exerted to dock and lock the laptop should be minimal. If resistance is encountered, members are advised to check the alignment of the laptop to avoid damaging the connectors. **Again do not force the "redocking" as this could damage the pins that secure the laptop and result in the vehicle docking station to have to be repaired.**



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#### .16 MISCELLANEOUS

- A. Only select officer when that individual is performing a police - related task and becomes a victim.

**Victim**

1.

Search People Get Last Person Save Person

**Victim Type**

OFFICER  
BUSINESS COURT  
OFFICER  
PERSON

First Name

- B. Officers will not list themselves as “other, reporting person, or unknown” on any AFR police reports. List any member’s name and badge number as necessary in the narrative of the report.

**Other Person**

1.

Search People Get Last Person Save Person

**Person Type**

BUSINESS COURT  
EMERGENCY DETENTION  
GUARDIAN  
JUVENILE  
MANAGER/OWNER  
OTHER  
PARENT  
REPORTING PERSON  
UNKNOWN  
WITNESS

Middle Name

Sex

Range Weight Height



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### *Procedure 407 – Automated Field Reporting*

1. In the event that the CAD system goes down and dispatchers begin to issue X-ray numbers, officers should follow the below process for completing their reports:
  - a. If the officer handwrote a report using the X-ray number, the officer should create an incident number (CFS) on the CAD using ON SITE ACTIVITY, then create an offense case number. The officer shall write both of these numbers above the X-ray number on the green sheet. Then route the green sheet to records. This way records has the proper numbers to input these into the RMS with AFR. Please advise your officers that any handwritten reports that arrive to records with X-ray numbers only will be returned to them. The X-ray number should be in this format: X-123456
  - b. If the officer waits until the CAD comes back up to write their report in AFR, the officer will generate an incident number (CFS) using “ON SITE ACTIVITY” and then generate a case number so that they can put it in AFR. Then put the X-ray number in the “RELATED CASE NUMBER” field in this format X-123456

Type Of Search	Situation Found
<input type="text"/>	<input type="text"/>
<div><div>Hate Crime</div><div><input type="checkbox"/> Related Type <input type="text"/></div></div>	<div><input type="checkbox"/> Related Code <input type="text"/></div>
Related Case #	
<input type="text" value="X-123456"/>	



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 408 – Digital Photography*

Office with Primary Responsibility:	IDC	Effective Date: Prior Revision Date:	July 31, 2010 October 01, 2009
Office(s) with Secondary Responsibilities:	SPL	Number of Pages:	3
Forms Referenced in Procedure:	SAPD Form #85-1 SAPD Form #168	Related Procedures:	None

### **.01 INTRODUCTION**

- A. The purpose of this procedure is to have a Department policy, in place, which maintains the integrity and consistency of the handling of digital photographic images and equipment.
- B. The purpose of photography and imaging in law enforcement is to record visible details, evidence, and observable material. Photography is used to visually document observable facts. The San Antonio Police Department recognizes digital photography technology as a tool for documentation.

### **.02 POLICY FOR DIGITAL PHOTOGRAPHY**

- A. Members will use only Department-approved digital photographic equipment, storage media, and download stations.
- B. Members will not use approved digital photographic equipment, storage media, and download stations for personal purposes.
- C. Members will not manipulate photographs.
- D. All photographs taken with departmental equipment are the property of the San Antonio Police Department.
- E. The Photo Services Lab will coordinate the use of City photographic equipment for non-evidentiary departmental use.
- F. Members taking digital images of potential evidentiary value must follow Section .03, *Recording Digital Images*, and Section .04, *Downloading and Submission of Images*, in this procedure.

### **.03 RECORDING DIGITAL IMAGES**

- A. The use of personal digital photographic equipment, including any personal digital device capable of capturing digital images, by members for evidentiary photographs is prohibited.
- B. The only exception to .03A would be when a member determines that circumstances are of such a critical nature that photographic images are immediately required and department-approved digital photographic equipment is not readily available, members may use their personal digital photographic equipment. When used:
  - 1. The digital photographs taken with personal equipment (under this exception) are the property of the San Antonio Police Department.
  - 2. Members will coordinate with the Photo Services Lab for the removal of evidentiary digital photographic images (under this exception) from personal digital equipment used for departmental use.
  - 3. Members will not take any additional digital photos (with their personal digital photographic equipment) until the evidentiary digital photographic images have been removed with the assistance of the Photo Services Lab.
  - 4. Members agree to provide full access to their personal photographic equipment used under this exception (as necessary) to allow the Photo Services Lab to be able to successfully recover any evidentiary digital photographic images.



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5. Members will notify their supervisor immediately, but no later than the end of their tour of duty, when they utilize their personal equipment for taking digital photographs under these exceptions.
6. Members will provide full details of the circumstances requiring the use of personal equipment for taking digital photographs in their report.
- C. Any evidentiary photographs taken by members with or without city equipment are subject to seizure by the San Antonio Police Department.
- D. Prior to the use of a digital camera for a case or event, the media card/camera will be formatted.
- E. Each case or event where digital photographs are taken will be placed on separate media cards. It may be necessary to use more than one card per case or event.
- F. An image depicting the case number or name of event, the date, the location, and photographer, will be recorded on the media card SAPD Form #168, *Photo Board*. In the event that the location of photography changes, an additional image should be recorded with the updated information.
- G. At the completion of the case or event the media card will be downloaded as soon as possible and no later than the end of the member's tour of duty.
- H. No images will be deleted from the media card(s) prior to download.
- I. The images will only be viewed at the time of recording to determine that the necessary images are being recorded correctly. When the images are viewed they will be viewed in the camera that recorded them. At no time will the media card be removed and viewed from a card reader.
- J. At no time will the original evidentiary photograph or digital image be altered or enhanced. Any required enhancements, to copies of the original evidentiary photographic or digital images, will be done solely by the Photo Services Lab.
- K. Digital evidentiary photographs shall not be copied, printed, or used for personal or non-departmental use.

#### **.04 DOWNLOADING AND SUBMISSION OF IMAGES**

- A. Images will only be downloaded at approved Department download stations.
- B. The image will be downloaded to a single-write media, and sent to the Photo Services Lab for image storage. This single-write media becomes the original.
- C. The media will be marked as "Master."
- D. The media will be labeled by legibly printing the following information:
  1. The case number of the offense or event;
  2. The date the images were downloaded to the single-write media;
  3. The time the images were downloaded to the single-write media;
  4. The photographer's name and badge number; and
  5. The individual's name performing download if different from photographer.





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### *Procedure 408 – Digital Photography*



- E. Prior to submitting the media to the Photo Services Lab, the downloaded information will be checked to ensure that the download was successful. Place your initials on the media after verification.
- F. The Department recognizes cases that require immediate access to all available information. Therefore, it is permissible in those cases to make one working copy for the immediate follow-up unit. Units wishing to utilize this process must follow their unit's SOP for control and handling of this copy. At no time during this process will more than one copy be generated.
  - 1. The media will be marked as "Copy."
  - 2. The media will be labeled as directed in Section .04D, in this procedure.
  - 3. A notation on the SAPD Form #85-1, *Photographer's Record Card* will indicate that the copy has been made.
  - 4. The images and the media will be maintained in the follow-up unit's case file.
  - 5. The media will be returned to the Photo Services Lab when requested by the Photo Services Lab Supervisor.
- G. Once the download has been determined to be successful, the media card will be formatted and returned to service.
- H. Images will not be saved or stored in any other manner than what has been specifically addressed in this procedure.
- I. In the event that the download stations are unavailable due to equipment malfunctions, the media card will be submitted to the Photo Services Lab.
- J. Members will prepare SAPD Form #85-1 for each download media or media card submitted to the Photo Services Lab. The media and SAPD Form #85-1 will be placed in a disc sleeve, envelope, or case.
- K. Place the download media or media card with the SAPD Form #85-1 in a secured Photo Services Lab drop box. The Photo Services Lab drop boxes will be located at each of the substations and the Security Desk at 214 W. Nueva.
- L. The Photo Services Lab is the central depository for evidentiary photographic digital images.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 409 – Mobile Video Recording*

Office with Primary Responsibility:	COB	Effective Date: Prior Revision Date:	January 31, 2017 February 12, 2016
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC	Number of Pages:	10
Forms Referenced in Procedure:	SAPD Form #161 SAPD Form #162	Related Procedures:	NONE

### **.01 INTRODUCTION**

The purpose of this procedure is to establish guidelines in the operation of mobile video recording (MVR) equipment assigned to the San Antonio Police Department for capturing audio/video evidence of police interactions including but not limited to traffic violations, field interviews, field sobriety testing, other official police activity and the subsequent resolution of such contacts.

### **.02 POLICY**

- A. It is the policy of the San Antonio Police Department to present for prosecution audio/video evidence of traffic and other law violations. To this end, officers with properly functioning mobile video recording equipment shall make a recording of all events surrounding the contact, stop, detention, interview and arrest of suspected violators and maintain this recorded evidence for consideration in criminal prosecution.
  1. In order to ensure maximum deployment of the in-car video system, Officers vehicle selection will be:
    - a. Vehicle equipped with functioning Coban Unit
    - b. Vehicle with a non-functioning, or no Coban Unit, upon supervisor approval
  2. Vehicles with Non-Functioning Coban Unit will be immediately reported to ITSD for repair and when possible should be returned to IT Mobility during operating hours.
  3. Supervisors may direct that the vehicles with non-functioning Coban Unit be redlined until repairs are completed.
- B. All audio/video recordings generated on Department-owned equipment are the property of the San Antonio Police Department. The copying or reproducing of any audio/video recording files generated by members of the Department for use outside of Department business is prohibited. Requests for copies will be processed by the Video Evidence Custodian.
- C. Distribution of any audio/video recordings generated by Department members in any format or for any purpose must be in compliance with this procedure and applicable unit SOPs.

### **.03 ADMINISTRATIVE**

- A. All generated audio/video files will be retained according to Section .13 of this procedure.
- B. Standardized viewing privileges of audio/video files for administrative and investigatory purposes shall be as follows:
  1. All officers will be able to view their own recordings;
  2. Detective Investigators and above will have viewing privileges for all recordings.
- C. No member assigned to a vehicle equipped with mobile video recording equipment shall alter, modify, reuse, tamper with or disable the system in any manner.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 409 – Mobile Video Recording*

- D. A copy (for internal use only) of an audio/video file may be requested through the Video Evidence Custodian. If such copy is provided, the file shall not be further copied except by the Video Evidence Custodian.
- E. An internal/electronic signature log will be automatically generated and kept for every audio/video file produced via mobile video recorders to document all members accessing the file. Members shall be prepared to justify the reason for accessing/viewing files.
- F. Department mobile video recording equipment such as hard drives (HD) or hard drive cradles shall not be connected to unauthorized computers. Non-Department-issued equipment shall not be connected to any Department mobile video recording device.
- G. Dissemination of mobile video recordings outside of this Department is strictly prohibited without written authorization by the Chief of Police or his/her designee.

### **.04 OPERATIONAL (GENERAL)**

- A. Each officer that has been trained in the use of the recording device will operate the vehicle with the device in the “operation mode.”
- B. Officers assigned mobile video recording equipment are responsible for ensuring the equipment remains in the operating condition it was issued. Officers shall not attempt to repair mobile video recording equipment except for facilitating Department-directed specific software updates and manufacturer’s required maintenance. Officers shall notify their immediate supervisor of damaged or malfunctioning mobile video recording equipment immediately and complete SAPD Form #162, *Found Damage Report* and/or SAPD Form #161, *Mobile Video Recorder Service Request*. Officers that have been issued Body Worn Cameras (BWC) are not required to use the Coban Microphone unless the BWC malfunctions during their tour of duty. Officers who have been issued a BWC will report any malfunctions of the BWC to their immediate supervisor prior to returning to duty.
- C. The use of the digital camera system for the clandestine recording of the voice or image of a member of the Department is prohibited unless specifically authorized by the Office of the Chief.
- D. Officers may use the recording to gather pertinent information for composing reports, training, or investigatory purposes.
- E. Officers are not required to advise citizens they are being recorded or show any citizen a video which they recorded.
- F. Officers will not make private recordings and/or release any copies to any person not authorized to receive it.

### **.05 START UP**

- A. Officers inspect and functionally test mobile video recording equipment in their assigned vehicle at the beginning of every shift by:
  - 1. Ensuring proper alignment and positioning of the camera.
  - 2. Ensuring the date and time is correct.
  - 3. Performing a functional test by activating the camera, synchronizing their mobile microphone, and stating their name, badge number and the date. The officer will then play back the recording to ensure the system recorded correctly and that the mobile microphone is synchronized to their system and recording.
- B. Officers shall not place any objects in front of any camera that may interfere with recording of video.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 409 – Mobile Video Recording*

### **.06 RECORDING**

- A. All officers shall begin recording the following events upon receipt of call and continue recording until it is concluded; any deviations will require a supervisor's approval and must be documented in the officer's report or CFS comment entry field.
  - 1. DWI stops;
  - 2. Code 1 Calls;
  - 3. Code 2 Calls;
  - 4. Code 3 Calls;
  - 5. Self initiated stops:
    - a. Arrest
    - b. Field contacts
    - c. Traffic stops
  - 6. Vehicle pursuits; and
  - 7. Vehicle crashes.
- B. Subsequent arrest, handcuffing, and search of violators should take place in view of the camera when practical and in accordance with Departmental policy and this procedure. All arrests, handcuffing, and searches occurring out of view of the camera must be documented in the officer's report or CFS comment entry field (i.e., searching an arrestee on the sidewalk instead of directly in front of patrol vehicle due to traffic).
- C. Video and audio shall be recorded during all prisoner or citizen transports. Officers shall start the interior (back seat) camera recording prior to placing the suspect or citizen into the vehicle. If an officer arrives at a facility that is recorded, such as headquarters or the Magistrate's Office, the officer may turn off the camera prior to exiting the vehicle.
- D. During prisoner transport in wagons, the officer shall tag video as an "Admin/Default" category unless an event occurs which would require identifying a specific prisoner and/or incident taking place during the transport. In such cases, the video will be tagged with the offense the identified prisoner/suspect was initially detained for.
- E. Officers shall not stop or mute a recording during a public encounter or assigned CFS, except for the following reasons.
  - 1. Officers may stop and/or mute:
    - a. Encounters with undercover officers or confidential informants; and
    - b. Personal relief or break.
  - 2. Officers may momentarily mute only:
    - a. Conversations that involve case tactics or strategy and;



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 409 – Mobile Video Recording*

- b. Personal emergency matters of a sensitive nature (i.e. family emergency, medical emergency, catastrophic event).
  - 3. Officers may mute, with Supervisors approval only, where Officers duties are unlikely to lead to information relevant to a case, (i.e. directing traffic, preserving a crime scene). The Mobile Video audio shall be reactivated immediately if the circumstances change or any police action is to be taken.
- F. All stoppage and/or muting, other than administrative functions testing or accidental activation, of the mobile video must be verbally documented—stating a specific reason—in the Officer's video, and report or CFS comment entry field.
- G. When responding to a call or initiating any activity in which an explosive device, ~~or~~ suspected explosive device or Hazardous Material is present the officer will, prior to exiting their vehicle, ensure that their in-car system is recording and remove their microphone and/or BWC (Body Worn Camera) and leave it in their vehicle. The removing of the microphone and/or BWC, and leaving it in the vehicle, must be clearly documented in the officer's report or CFS comment entry field.
- H. Recording Suspected DWI Violators
- 1. When an officer makes a decision to start an investigation of a violator, the officer shall activate the mobile video recorder but **shall not** verbally articulate the initial traffic violation observed or any observations of the SFST.
  - 2. When stopping the violator, the officer positions the police vehicle approximately two car lengths behind the suspect's vehicle in order to create a proper arena of performance. If two car lengths are not possible, the officer adjusts the camera angle before leaving the police vehicle to ensure a safe and effective arena of performance.
  - 3. Optimum lighting should be used at night whenever possible:
    - a. Low beam headlights and takedown lights should be used during mobile video recording. High beam and spotlights should be used only when needed for the safety of the suspect and officer.
    - b. When Standardized Field Sobriety Tests (SFSTs) are being performed, no spotlights should be directed at the offender's vehicle, and should only be pointed at the ground. Also, wigwag headlights shall not be used, and the front strobe lights, if so equipped, shall be turned off. The rear strobes may be activated for suspect and officer safety.
  - 4. The officer should **not** articulate reasonable suspicion or probable cause as it develops. As needed, the officer removes the suspect from the suspect's vehicle and escorts him to the right rear of the suspect vehicle, with the suspect facing the police vehicle. The officer should stand so as to observe the suspect as well as any other occupants in the vehicle and to monitor vehicle traffic.
  - 5. Any intoxicants found in the suspect vehicle, as well as any evidence seized, shall be brought in view of the camera and the officer shall articulate the description of the evidence in order to record such information.

### **.07 REPORTS/RECORDING DATA ENTRY**

- A. Each officer shall properly enter pertinent data field identifiers associated with each video, and at minimum, include the:
- 1. Full SAPD case number for all arrest cases or incidents requiring a case number;
  - 2. Traffic citation number(s) in the ticket number data field; and
  - 3. The appropriate video tag at the conclusion of each incident.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 409 – Mobile Video Recording*

4. Full Call For Service (CFS) number in the “**Remarks**” field.
  5. Cover officers are to use the case number and CFS number to categorize their video.
- B. Officers shall annotate in their reports the existence or absence of any associated recorded audio/video file.
- C. If an unexpected failure occurs during an officer’s tour of duty, he/she will notify their supervisor and document inoperable audio/video equipment with the generation of a CFS number. Also, officers will document the incident in the “Comments Section” of the CAD System.

### **.08 EQUIPMENT**

- A. Each officer will be issued a microphone and microphone charger. It will be the officer’s responsibility to report for duty with a fully charged portable microphone and synchronize their microphone with their vehicle’s camera system in accordance with section .05 of this procedure. The use of the microphone is not mandatory for officers who have been issued a Body Worn Camera (BWC) unless the BWC malfunctions. Officers will keep a fully charged portable microphone with them while on duty.
1. A bank of microphones and batteries will be maintained at each substation/facility.
  2. It will be the Shift Lieutenants responsibility to maintain and issue replacement batteries and/or microphones as needed.
    - a. Damaged microphones and/or batteries will be returned to the Training Academy Armory and a replacement will be secured to ensure that the bank of spare microphones remains constant.
    - b. Lost microphones and/or batteries will be documented via an Officers report and reported to the Training Academy Armory in order to secure a replacement.
  3. Officers needing a replacement battery for their microphone will contact their Sergeant and replace the battery only from the bank of spare microphones.
  4. Officers that need replacement microphones due to loss, theft, or damage will:
    - a. Complete a report detailing the loss, theft or damage of the microphone.
    - b. Contact their Sergeant to receive a replacement microphone.
- B. Officers promoting or who will be reassigned to duties where they will not be utilizing the in-car video system will return their microphone to the Training Academy Armory.
- C. Hard drives will be assigned to vehicles. Removal of the hard drive is prohibited, unless conducted as outlined in Section .14C of this procedure.

### **.09 SUPERVISOR RESPONSIBILITIES**

- A. Supervisors shall ensure officers are using the recording equipment according to established guidelines, policies, and procedures.
1. Supervisors, on a quarterly basis, will review at least one recording for all officers under their command to ensure proper usage of recording equipment and adherence to established policy and procedures.
  2. Supervisors will only use recordings from Type 1–5 category of events, in accordance with Section .13 of this procedure.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 409 – Mobile Video Recording*

3. Supervisors will take corrective action for any procedural violation they observe and document the findings on the proper form.
- B. When responding to a citizen complaint made against an officer and the encounter is captured on video, the supervisor shall view the recording to determine if the video evidence supports or refutes the complaint. Existence and content of the recording shall be annotated in the supervisor's investigation report.
- C. Supervisors shall record all incidents (i.e. use of force, officer involved accidents, and complaints on officers) when requested or required to respond, in addition to those listed under Section .06A of this procedure.
- D. Supervisors shall view the recordings of all use of force incidents, police vehicle crashes, and police pursuits prior to completing their evaluations.
- E. Supervisors may view the recordings of their subordinates in the field at any time during the shift.
- F. Minor infractions (non-criminal) discovered during the routine reviews of recorded material should be addressed by the reviewing supervisor, including retraining when appropriate. Disciplinary actions will be addressed in accordance with GM Proc. 303, *Disciplinary Procedures*.
- G. Any supervisor made aware of damaged or malfunctioning recording equipment shall arrange for repair of the equipment. Damage shall be inspected by the supervisor and he/she will make every attempt to locate and assign a vehicle with a working in-car video system.

### **.10 TRAINING VIDEOS**

- A. Officers/Supervisors aware of recorded files containing material that may be deemed beneficial as training material shall direct notification up the chain-of-command.
- B. The Training Academy Commander may, with the approval of the Chief of Police, use such recording for training purposes, taking into consideration pending judicial and/or administrative investigations.

### **.11 OPEN RECORDS REQUEST**

- A. Requests for audio/video files will be handled under the Public Information Act.
- B. Requests for audio/video files from other criminal justice agencies are to be submitted in writing on agency letterhead and signed by the agency's chief executive officer to the Video Evidence Custodian.
- C. All copies of audio/video files will be produced by the Video Evidence Custodian. A copy is defined as a reproduction of the primary recording of the event.
- D. Requests for files for prosecutorial purposes may be submitted directly to the Video Evidence Custodian.
- E. Requests for files from defense attorneys in county, district, or federal courts must be made through the appropriate prosecutor, or subpoenas.
- F. The cost for producing the audio/video files for Open Records Requests will be determined by the Records Unit.
- G. All other requests for audio/video files should be referred to the Office of the Chief.

### **.12 COMPLAINTS RECEIVED / VIDEO REVIEW**

- A. When a complaint is received alleging misconduct involving an officer who is assigned to a mobile video recording (MVR) equipped vehicle, the following procedures shall be followed:





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 409 – Mobile Video Recording*

1. The Internal Affairs Unit shall first determine if MVR evidence exists. If so, the Internal Affairs Unit shall request a copy of the video evidence and the Video Evidence Custodian shall cause this evidence to be provided and archived.
2. The Internal Affairs Unit shall view the video of the public contact in question and determine if there is any cause for the allegations in the complaint.
3. If no cause is determined, the Internal Affairs Unit shall contact the complainant and advise them a MVR recording was made of the contact and the reviewing officers observed no misconduct.
4. The Internal Affairs Unit shall advise the complaining party that they may make an Open Records Request for a copy of the recording.
5. The Internal Affairs Unit shall proceed with their established protocols if misconduct is determined.

### **.13 VIDEO CATEGORIZATION AND RETENTION**

- A. Officers shall categorize each video after stopping the recording by selecting the appropriate event type from the menu. The categorization label will determine the minimum length of retention.
- B. Videos will be categorized based on the following criteria beginning on December 9, 2014:
  1. **Admin/Default** - This category used when the user inadvertently engages the COBAN and the video has no evidentiary value.
  2. **Crash** – Accident in which a CR-3 is required.
  3. **DWI** - This category used for all DWI cases.
  4. **Felony Offense Report** - This category used for all Felony cases (Murder, Sexual Assault) etc.
  5. **Incident** - This category used for all Incident cases (Non-Criminal reports, Emergency Detention) etc.
  6. **Misdemeanor Offense Report** - This category used for all Misdemeanor cases (Theft, Public Intoxication) etc.
  7. **N-Code** - This category used for all N-Coded calls including non injury accidents where no CR-3 is completed.
  8. **Traffic** - This category used for all traffic related stops unless associated with a DWI, Felony or Misdemeanor. This category is not to include accidents/crashes.

VIDEO CATEGORIZATION AND RETENTION PERIODS		
Event Code	Category	Retention Schedule
0	Admin/Default	180 days
CRA	Crash	180 days
DWI	DWI	3,650 days
FOR	Felony Offense Report	3,650 days
INC	Incident	180 days
MOR	Misdemeanor Offense Report	730 days
NC	N-Code	180 days
TS	Traffic	180 days



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 409 – Mobile Video Recording*

- C. Officers shall include the existence of video evidence in the case report for follow up investigations.
- D. Any video considered to have evidentiary value, which needs to be retained past the standard retention period, must be identified by a Detective Investigator or a supervisor and have a hold request with an expiration date forwarded to the Records and Administration Office through the chain of command.
- E. Any video that becomes part of an internal investigation will:
  - 1. Have all viewing privileges blocked out with the exception of personnel assigned to the Professional Standards/Internal Affairs Unit, the Shooting Team or as assigned by the Chief of Police. This will be done in “Active case management” and can be done remotely by those with admin rights.
  - 2. Will be placed on hold for indefinite retention until it is no longer needed.

### **.14 VIDEO UPLOADS**

#### A. Video File Uploading (Automatic Mode):

Video files may be uploaded through an automated wireless process at any Wi-Fi enabled location (listed below). The video upload process will continue after logoff, until all files have been uploaded to the central server. Officers can power down the vehicle, but shall not interfere with the file transfer process or attempt to power down the system. The system is designed to automatically shut down after the transfer process has been completed.

#### B. Video File Uploading (Manual mode):

Video files may be uploaded through a manual wireless process at any Wi-Fi enabled location (listed below) by following the routine system shutdown process. Officers will select the option “Upload and Shutdown.” The upload process will continue after logoff, until all files have been uploaded to the central server. Officers can power down the vehicle, but shall not interfere with the file transfer process or attempt to power down the system. The system is designed to automatically shut down after the transfer process has been completed.

- 1. The following Units/Sections are authorized to, and will remove the Hard Drives from their vehicles and will conduct manual uploading of videos:
  - a. DWI Units;
  - b. Commercial Motor Vehicle (DOT) Units;
  - c. Motorcycle Units; and
  - d. Any Unit of Section designated by the Chief of Police or his designee, or assigned to vehicles which are not Wi-Fi enabled.
- 2. Manual Uploads due to Remaining storage
  - a. Upon logging into the in-car video system, an officer will note the number of hours of storage remaining on the hard drive. This is indicated on the middle right side of the login screen titled “***Storage left for video: XX.XX Hours***”. If the system indicates that the remaining hours for video is **15 hours** or less (which will require a manual procedure for uploading video files), the officer shall notify their supervisor.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 409 – Mobile Video Recording*

- b. Once notified, the supervisor shall pull the hard drive and manually upload video as outlined in the “*Sergeants field guide*” pages 9 through 11.
- c. It is the supervisor’s responsibility to replace the hard drive back into vehicle once video is successfully offloaded.
- C. Special/Exigent Circumstance Video File Uploading:
  - 1. Officers shall not remove the hard drive under any circumstances.
  - 2. Authorization for removal of HD can only be made by a Sergeant or above.
  - 3. Keys for unlocking and removing HD’s will be issued to the following personnel only:
    - a. CSI Supervisor;
    - b. Traffic Investigations Detail;
    - c. Substation commanders;
    - d. Internal Affairs;
    - e. Traffic Captain;
    - f. Officers assigned to Motorcycle Detail;
    - g. DOT Enforcement Officers;
    - h. DWI Unit Officers;
    - i. Patrol Supervisors; and
    - j. Supervisors and/or Officers assigned to Units or Sections designated in accordance with section .14B1d.
  - 4. Vehicles involved in collisions and/or otherwise not able to be driven to the substation shall adhere to the following:
    - a. The notified supervisor or Patrol Supervisor shall coordinate the retrieval and upload of the hard drive (locked in the video recording unit component located in the trunk of the vehicle).
    - b. The Crime Scene Investigator Supervisor, Detective, or technician will then upload the video manually via a cradle station. In minor police vehicle crashes where TID is not required to make the scene and a Crime Scene Technician is not available, the field supervisor will then upload the video manually via a cradle station.
    - c. Upon completion of the video upload the hard drive must be returned to Fleet Management
  - 5. Critical Incidents
    - a. Upon the conclusion of a critical incident, all units will return to the appropriate facility in order to have all video manually uploaded. A unit will NOT be returned to service until all video evidence has been removed from the unit and confirmed for release by CSI.
  - 6. Failsafe Video Data includes all recordings initiated by the officer as well as all video (no audio) captured throughout the entire shift, as long as the MVR program is running. Failsafe video may contain pertinent evidentiary data related to an event, but is only available for **48 hours from the time of the incident**.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 409 – Mobile Video Recording*

- a. A supervisor may request an upload of a systems Failsafe data by submitting a request to a CSI Sergeant.

D. Wireless Hotspot Locations for Video Upload:

*NOTE: Hotspot upload locations will be identified at each facility through signage and/or parking lot striping at:*

Bldg Site	Physical Address
Central Service Area	515 S. Frio
North Service Area	13030 Jones Maltsberger
South Service Area	711 W. Mayfield
Northwest Service Area	5020 Prue Rd
West Service Area	7000 Culebra Rd
East Service Area	3635 E. Houston
Academic Court	555 Academic Ct 78204

### **.15 REVIEWING IN-CAR VIDEO**

- A. The viewing of videos is restricted for official use only. Videos may be viewed for the following purposes:
1. Criminal investigations;
  2. Internal Affairs or complaint reviews in accordance with Section .12, COMPLAINTS RECEIVED / VIDEO REVIEW;
  3. Pursuits;
  4. Use of force reviews;
  5. Open Record Request (ORRs) in accordance with .11, “OPEN RECORD REQUEST”;
  6. Officer involved crashes; or
  7. Other – any purpose not listed in this procedure shall have prior approval by a supervisor and documented in the *Notes* section.
- B. Personnel requiring access to locked videos will send a request for access/viewing of the specific video through their chain of command.
- C. Personnel reviewing videos shall manually document name, badge number and the purpose of their viewing in the *Notes* field in the Coban viewer application.
- D. The making of unauthorized copies and/or copies for personal use is prohibited.

### **.16 RETURN TO DUTY**

- A. Officers that have been absent for an extended period and/or not received training, must complete the in-car video training prior to being authorized to use the system.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 410 – Body Worn Cameras*

Office with Primary Responsibility:	COP, COB, CSB	Effective Date: Prior Revision Date:	January 31, 2017 July 06, 2016
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, SSD, MCC	Number of Pages:	9
Forms Referenced in Procedure:	SAPD FM #162	Related Procedures:	303, 310, 408, 409, 507, 705, 905

### **.01 INTRODUCTION**

The purpose of this procedure is to establish guidelines for the operation of Body Worn Cameras (BWC) assigned to San Antonio Police Officers for capturing audio/video evidence of police interactions including, but not limited to, traffic violations, field interviews, field sobriety testing, and/or other official police activity.

### **.02 TERMINOLOGY**

Body Worn Camera (BWC) means a bodily worn digital recording system and its components used to record audio/video during police interactions.

Digital Media Evidence (DME) means analog or digital media, including, but not limited to, electronic recordings of video, photograph, audio, film, magnetic and optical media, and/or the information contained therein digitally committed to file and of probative value that is stored or transmitted in binary form.

Cloud Storage means a model in which data is stored on remote servers accessed from the internet. It is maintained, operated and managed by a cloud storage service provider contracted by the department.

### **.03 POLICY**

- A. It is the policy of the San Antonio Police Department to present for prosecution audio/video evidence of traffic and other law violations as outlined in Section .06 of this procedure. To this end, Officers with properly functioning BWC equipment shall record all events surrounding the contact, stop, detention, interview, and arrest of suspected violators and maintain this recorded evidence for consideration in criminal prosecution.
- B. All DME generated on Department-owned BWC equipment is the property of the San Antonio Police Department. The copying or reproducing of any DME generated by members of the Department for use outside of Department business is prohibited. Requests for copies will be processed by the Departments Video Evidence Custodian.
- C. Distribution of any DME generated by Department members in any format or for any purpose must be in compliance with this procedure and applicable unit SOPs.
- D. All Officers shall be assigned BWC equipment issued by the Department and properly trained in its functions and procedures before use. Officers shall use the issued BWC equipment while wearing the command uniform, regulation uniform, formal uniform or unit-specific uniform as specified in Procedure 310, in accordance with this procedure and applicable unit SOPs. Officers wearing relaxed apparel or honor guard uniform shall be excluded from wearing the BWC.
- E. The BWC program shall be reviewed and updated continuously by Research & Planning as the program moves forward.

### **.04 ADMINISTRATIVE**

- A. All generated DME will be retained according to Section .12 of this procedure.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 410 – Body Worn Cameras*

- B. DME shall not be altered, modified, misused, or tampered with.
- C. Any disabling of the BWC system in any manner is prohibited.
- D. Any unauthorized decals, emblems, symbols or other advertisement affixed to the device are prohibited. A label containing identifiable markings, affixed to the rear of the BWC device not visible while worn is authorized.
- E. Standardized viewing privileges of DME for administrative and investigatory purposes shall be as follows:
  - 1. All Officers will be able to view their own DME;
  - 2. Detective-Investigators and above will have viewing privileges for all DME.

### **.05 START UP**

- A. At the start of their shift, Officers shall ensure proper alignment and positioning of the BWC on the front of the Officer's outer most garments (no fixed object shall be placed in front of the camera in such a manner that it interferes with or obstructs the recording of video at any time during the course of the Officer's duties). Officers shall ensure that the BWC is operational by powering the unit on and confirming the status of the indicator LED's.

### **.06 RECORDING**

- A. Officers are not required to advise citizens they are being recorded or show any citizen a video which they recorded; furthermore, Officers should not activate/deactivate the BWC solely upon the request of a citizen.
- B. Officers shall create a Call for Service (CFS) and/or Case number for any self-initiated video at the time of recording. Officers shall stop recording at the end of each CFS/Case number and start a separate recording for each new CFS/Case number assigned or initiated.
- C. Officers shall use the recording to gather pertinent information for composing reports, training, and investigatory purposes.
- D. Officers shall begin recording the following events and continue recording until the event is concluded; (Any deviations will require a supervisor's approval and must be documented in the Officer's video, report, or CFS comment entry field in accordance with Section .07 of this procedure):
  - 1. Upon observation of suspicious or criminal behavior;
  - 2. Upon reception of or response to CFS, whether dispatched or not;
  - 3. Officer-initiated contacts:
    - a. Arrest,
    - b. Field Contacts,
    - c. Traffic/Pedestrian Stops,
    - d. Vehicle/Foot Pursuits;
  - 4. During all prisoner or witness transports. If an officer arrives at a facility that is recorded, such as Public Safety Head Quarters (PSHQ) or the Magistrate's Office, the Officer may cease recording upon entering the facility or transferring custody of the prisoner/witness;
  - 5. In instances where the Officer reasonably believes that the recording may provide evidence in criminal investigations;



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## *Procedure 410 – Body Worn Cameras*

6. Service of search or arrest warrants on the premises of a residence, business or building, if the Officer is assisting in such service of search or arrest warrants; and
  7. Citizen-initiated contacts or flagged down requests for public safety services.
- E. Subsequent arrest, handcuffing and search of violators should take place in view of the camera when practical and in accordance with Departmental policies. All arrests, handcuffing, and searches occurring out of view of the camera must be documented in the Officer's video, report, or CFS comment entry field in accordance with Section .06 of this procedure.
- F. Officers shall not stop or mute a recording during a public encounter or assigned CFS, except for the following reasons.
1. Officers may stop and/or mute:
    - a. Encounters with undercover officers or confidential informants;
    - b. Personal relief or break and;
  2. Officers may momentarily mute only:
    - a. Conversations that involve police and/or case tactics or strategy and;
    - b. Personal emergency matters of a sensitive nature (i.e. family emergency, medical emergency, catastrophic event).
  3. Officers may mute, with Supervisors approval only, where Officers duties are unlikely to lead to information relevant to a case, (i.e. directing traffic, preserving a crime scene). The BWC audio shall be reactivated immediately if the circumstances change or any police action is to be taken.
- G. All stoppages and/or muting, other than administrative functions testing or accidental activation, of the BWC must be verbally documented—stating a specific reason—in the Officer's video, and report or CFS comment entry field in accordance with Section .07 of this procedure.
- H. When an Officer makes the decision to start an investigation, or at the start of the initial CFS, the Officer may verbally articulate facts or observations that may be noteworthy. This articulation may continue throughout the entire recording. **(Note: This does not apply to DWI investigations, Procedure 507, Sec .04.)**
- I. Officers shall not:
1. Intentionally create DME recordings of themselves or other employees in areas where a reasonable expectation of privacy exists such as locker rooms, restrooms, etc.
  2. Be assigned to a new call before the end of their current call, due to video recording restrictions.
  3. Use the BWC for the clandestine recording of the voice or image of a member of the Department unless specifically authorized by the Office of the Chief.
  4. Knowingly record undercover officers or confidential informants.
  5. Use Departmentally-owned BWC equipment to record any type of personal activities.





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6. Allow non-sworn personnel to view the DME video without permission from the Officer's immediate supervisor. Governmental employees who are directly involved in the investigation and/or prosecution of a criminal case related to the DME video or who work in Internal Affairs or IT Services supporting BWC are exempt from this provision.
  7. Create recordings in patient care areas of any medical or mental health facilities unless the recording is for official police business such as a criminal investigation, dying declaration, Horizontal Gaze Nystagmus (HGN) on injured drivers, or a specific call for police service, in compliance with Federal HIPAA regulations.
  8. Record any court facility, legal proceeding (i.e. deposition, city council meetings) or, secured governmental facility.
  9. Upload or convert DME for use on any type of social media.
- J. Officers shall notify a Supervisor immediately if he/she accidentally records, or is aware of any of the listed incidents:
1. An Officer, SAPD employee, COSA employee, or authorized person in a designated private area (i.e. restroom, locker room), accessible to the Officer, shall notify a supervisor immediately of the recording;
  2. An individual in a designated private area (i.e. restroom, locker room) where the video is non-evidentiary;
  3. A Personal conversation among Officers or other employees, where the video is non-evidentiary;
- K. When responding to a call or initiating any activity in which an explosive device, suspected explosive device or Hazardous Materials Environment is present, the officer will, prior to exiting their vehicle, ensure that their in-car system is recording and remove their microphone and/or BWC and leave it in their vehicle. The removing of the microphone and/or BWC and leaving it in the vehicle must be clearly documented in the officer's report or CFS comment entry field.

### ***.07 WHEN DEACTIVATION OF BWC EQUIPMENT IS AUTHORIZED***

- A. Unless otherwise permitted by this procedure, once the BWC is activated, it shall remain on until the incident has concluded.
- B. For the purpose of this section, conclusion of the incident has occurred when:
1. All arrests have been made and arrestees have been transported and released from custody;
  2. All witnesses and victims have been interviewed; and
  3. The continued recording will not serve to obtain additional evidence.
- C. All stoppages other than administrative functions testing or accidental activation, of the BWC must be documented in the Officer's video, report, or CFS comment entry field.
- D. Failure to record activities as laid out in this policy will not be considered a policy violation as long as reasonable justification is documented.

### ***.08 REPORTS/RECORDING DATA ENTRY***

- A. Officers will upload video in accordance with the specific device's operational instructions.



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- B. Upon completion of a call and termination of a BWC recording, the system will auto tag the DME, the officer shall enter the pertinent data field identifiers associated with each video (e.g. citation #, warning #, etc.), in the CFS/Case notes section before being placed in service.
- C. Cover Officers are to use the case number and/or CFS number to tag their video.
- D. Officers shall annotate in their reports the existence or absence of any associated DME.

### **.09 EQUIPMENT**

- A. On an individual basis, Officers will sign for and be issued a BWC as well as the device's associated accessories. It will be the Officer's responsibility to ensure the BWC device is fully charged and operable prior to their tour of duty.
- B. No member assigned BWC equipment shall alter, modify, reuse, tamper with or disable the device or associated accessories in any manner.
- C. Department BWC equipment shall not be connected to unauthorized computers. Non-Department-issued equipment shall not be connected to any Department-issued BWC device.
- D. Officers assigned BWC equipment are responsible for ensuring the equipment remains in operating condition. Officers shall notify their immediate supervisor of damaged or malfunctioning BWC equipment and complete SAPD Form BWC2, *Body Worn Camera Equipment Replacement Receipt*.
- E. Officers shall report lost/damaged BWC's to their immediate supervisor. Damaged BWC will be returned by the supervisor to the ITSD Client Services Technician or their designee. Prior to officer returning to duty, the supervisor shall remove the lost/damaged BWC serial # associated with the officer in Evidence.com and replace it with the newly assigned BWC serial #.
- F. Officers promoting or who will be reassigned to duties where they will not be utilizing the BWC will return their BWC to their immediate supervisor within 72 hours of the transfer. Prior to the Officer's new duty assignment, the supervisor shall remove the BWC serial # from Evidence.com and notify the ITSD Client Services Technician or their designee.
- G. Officers will use only Department-approved BWC equipment, cloud storage, and download stations.

### **.10 VIDEO COPIES/RECORDS REQUEST**

- A. Requests by non criminal justice agencies/individuals for DME will be handled under the Open Records Act in accordance with GM Procedure 323, *Release of Police Records*.
- B. A copy (for internal use only) of DME file may be requested through the Video Evidence Custodian or their designee. If such copy is provided, the file shall not be further copied except by the Video Evidence Custodian or their designee.
- C. Requests for DME from other criminal justice agencies are to be submitted in writing on agency letterhead and signed by the agency's Chief Executive Officer to the Video Evidence Custodian or their designee.
  - 1. Requests for DME for prosecutorial purposes may be submitted directly to the Video Evidence Custodian or their designee.
  - 2. Requests for DME from defense attorneys in county, district, or federal courts must be made through the appropriate prosecutor.



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- D. All copies of DME will be produced by the Video Evidence Custodian or their designee. A copy is defined as a reproduction of the primary recording of the event.
- E. The cost for producing the DME will be determined by the Records Unit.
- F. All other requests for DME should be referred to the Office of the Chief of Police.
- G. An automated internal electronic data access log (chain-of-custody) will be generated and kept for every DME file produced via BWC to document the authenticity of the DME. Members shall be prepared to justify the reason for accessing/viewing DME.
- H. The release of all digital evidence created/generated through the use of BWC will only be conducted under the statutes and limitations outlined in the *Texas Occupation Code, Title 10. Occupations Related to Law Enforcement and Security, Chapter 1701. Law Enforcement Officers*

### **.11 COMPLAINTS RECEIVED/VIDEO REVIEW**

- A. When a complaint is received alleging misconduct involving an Officer who is assigned a BWC, the following procedures shall be followed:
  - 1. The Officer's immediate supervisor or Internal Affairs Unit shall determine if any police originated DME exists.
  - 2. The supervisor or Internal Affairs Unit shall view the video(s) of the incident in question and determine if there is any cause for the allegations in the complaint.
  - 3. If no cause is determined, the supervisor or Internal Affairs Unit shall contact the complainant and advise them police originated DME exists for the incident and that no misconduct was observed.
  - 4. The supervisor or Internal Affairs Unit shall advise the complaining party that they may make an open records request for copy/copies of the police originated DME.
  - 5. The supervisor or Internal Affairs Unit shall proceed with their established protocols if misconduct is determined.
- B. An Officer who is the respondent to a citizen or administrative complaint shall have the ability to review any police originated DME and/or any police originated DME audit trail of the incident in question.
- C. The Internal Affairs Investigator may, for the purposes of an investigation or complaint, export or copy any and all police originated DME as needed.

### **.12 VIDEO CATEGORIZATION AND RETENTION**

- A. After stopping the recording, Officers shall categorize each video by selecting the appropriate event type from the menu and shall include the existence of video evidence in the police report for follow up investigations.
- B. The categorization label will determine the minimum length of retention. Videos will be categorized based on the following criteria beginning on December 9, 2014:
  - 1. Event 0 – is selected for non-evidentiary video such as false starts, testing, or IT administrative purposes;
  - 2. Event CRA – is selected for all CRASH or traffic accidents whereby a Case Number is used;
  - 3. Event DWI – is selected for all DWI Offenses whereby a Case Number is used;



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4. Event FOR – selected for all Felony Offenses whereby a Case Number is used;
5. Event INC – selected for instances whereby a Case Number is issued but there is no offense;
6. Event MOR – selected for all Misdemeanor Offenses whereby a Case Number is used;
7. Event NC – is selected for calls which are assigned an N-Code for disposition; and
8. Event TS – is selected for Traffic Stops.

VIDEO CATEGORIZATION AND RETENTION PERIODS		
Event Code	Category	Retention Schedule
0	Admin/Default	180 days
CRA	Crash	180 days
DWI	DWI	3,650 days
FOR	Felony Offense Report (see .12C)	3,650 days
INC	Incident	180 days
MOR	Misdemeanor Offense Report	730 days
NC	N-Code	180 days
TS	Traffic	180 days

- C. Any/all videos initially categorized or upgraded to a Capital Felony or First Degree Felony must be retained for a minimum of 50 years (18,250 days) in accordance with the Texas State Library and Archive Commission (Record # PS-4125-05b). Capital Felony/First Degree Felony, or any other video having evidentiary value, which needs to be retained past the standard retention period, must be identified by a Detective Investigator or a supervisor and have a hold request with an expiration date forwarded to the Records and Administration Office through the chain of command.
- D. Any video that becomes part of an internal investigation will:
1. Have all viewing privileges blocked out with the exception of personnel assigned to the Professional Standards/Internal Affairs Unit, the Shooting Team, or as assigned by the Chief of Police. This will be done in “active case management” and can be done remotely by those with administrative rights.
  2. Be placed on hold for indefinite retention until it is no longer needed.
- E. Non-evidentiary, accidental recordings tagged under event 0 which contain personal and/or sensitive material and which fall under Section .06J, may be deleted when:
1. An immediate supervisor is notified in writing; the supervisor notifies a systems administrator, who will restrict the video;
  2. Reviewed by a supervisor from the office of the Chief of Police;
  3. Reviewed by a Deputy Chief;
  4. Reviewed and finalized by Police Audio/Video Records Specialist.

### **.13 VIDEO UPLOADS**

- A. Prior to the end of their duty day the officer will go to a designated docking station and upload the BWC DME. The DME will then be uploaded to the departments contract cloud based storage.
- B. Special/Exigent Circumstance DME Uploading.



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## *Procedure 410 – Body Worn Cameras*

1. If Officers are involved in collisions and/or are otherwise unable to return to the substation, supervisors shall adhere to the following:
    - a. The notified supervisor or Patrol Supervisor shall coordinate the retrieval and upload of the BWC;
    - b. The Crime Scene Investigator Supervisor will then upload the BWC (if applicable);
    - c. Upon completion of the video upload, the BWC must be returned to the Officer's supervisor.
  2. Critical Incidents
    - a. Upon the conclusion of a critical incident, all Officers will return to the appropriate facility in order to have all DME uploaded. The BWC device will not be returned to service until all DME has been removed and completion confirmation of upload has been received by the CSI supervisor or designee.
- C. All video must be uploaded before the Officer's next assigned shift. No Officer is permitted to take a BWC home while it still contains video on it, unless authorized by the on duty Sergeant or in accordance with Section .16 of this procedure.

### **.14 SUPERVISOR RESPONSIBILITIES**

- A. Supervisors shall ensure Officers are using the recording equipment according to established guidelines, policies, and procedures.
  1. Supervisors, on a quarterly basis, will review at least one recording for all Officers under their command to ensure proper usage of recording equipment and adherence to established policy and procedures.
  2. Supervisors will only review recordings from Type 2–8 category of events, in accordance with Section .11 of this procedure.
  3. Supervisors will take corrective action for any procedural violation they observe and document the findings on the proper form.
- B. Supervisors shall record all incidents (i.e. use of force, Officer-involved accidents, and complaints against Officers) when requested or required to respond, in addition to those listed under Section .06D of this procedure.
- C. Supervisors shall view the recordings of all use of force incidents, police vehicle crashes, and police pursuits prior to completing their evaluations.
- D. Supervisors may view the recordings of their subordinates in the field at any time during the shift.
- E. Minor infractions (non-criminal) discovered during the routine reviews of recorded material should be addressed by the reviewing supervisor, including retraining when appropriate. Disciplinary actions will be addressed in accordance with GM Proc. 303, *Disciplinary Procedures*.
- F. Any supervisor made aware of damaged or malfunctioning recording equipment shall arrange for repair or replacement of the equipment. Damage shall be inspected by the supervisor and he/she will make every attempt to locate and assign a working BWC system to the Officer. Supervisors shall replace the damaged/malfunctioning BWC in accordance with Section .09E of this procedure.

### **.15 REVIEWING DME**

- A. The viewing of videos is restricted for official use only. Videos may be viewed for the following purposes:



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## *Procedure 410 – Body Worn Cameras*

1. Criminal investigations;
  2. Internal Affairs or complaint reviews in accordance with Section .11 of this procedure;
  3. Pursuits;
  4. Use of force reviews;
  5. Open Record Requests (ORRs) in accordance with Section .10 of this procedure;
  6. Officer involved crashes; or
  7. Other – any purpose not listed in this procedure shall have prior documented approval by a supervisor.
- B. Personnel requiring access to locked videos will send a request for access/viewing of the specific DME through their chain-of-command.
- C. Personnel reviewing DME shall manually document name, badge number, and the purpose of their viewing in the “notes” field in the BWC application.
- D. An Officer is entitled to access any police originated DME recording of an incident involving the Officer before the Officer is required to make a statement about the incident.
- E. The making of unauthorized copies is prohibited.

### **.16 USE OF BWC OFF-DUTY**

- A. Officers working Off-Duty Employment or Outside Employment, with an approved off-duty employment permit as an extension of police services, shall utilize their BWCs in accordance with this procedure. However, Officers shall not utilize their BWC equipment while working NSA assignments.
- B. Off-duty Officers involved in an incident, where the BWC is used to collect DME, shall notify dispatch for a CFS or Case number to be assigned, so that proper tagging of the DME can occur.
- C. Officers requiring the use of BWC for off duty employment are allowed to utilize the BWC with video not yet uploaded.
- D. Officers shall dock and upload their BWC on their next regularly scheduled tour of duty or within 72 hours of their last regular duty assignment (in an effort to prevent loss or tampering of evidence). An Officer may request to go beyond the 72 hour period with the approval of a Sergeant or above, as per Section .13C of this procedure.
- E. Officers working **Extended Off-Duty hours** (i.e. Courtesy Officer or Rodeo, etc.) shall not work more than fourteen (14) consecutive days without docking their BWC for a “rest period” of twenty-four (24) hours to allow it to upload all video content, charge the battery and transmit / receive firmware updates and system maintenance.
- E. If, while off-duty, the officer’s BWC is lost / damaged, the officer shall refer to Section .09E of this procedure to obtain a replacement.

### **.17 TRAINING VIDEOS**

- A. Officers/Supervisors aware of recorded files containing material that may be deemed beneficial as training material shall direct notification up the chain-of-command.
- B. The Training Academy Commander may, with the approval of the Chief of Police, use such recording for training purposes, taking into consideration pending judicial and/or administrative investigations.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 411 – Detention Center Phone Recordings*

Office with Primary Responsibility:	DCS, COP, SAR,	Effective Date: Prior Revision Date:	March 29, 2017 Not Applicable
Office(s) with Secondary Responsibilities:	IGS, TSD,SAS	Number of Pages:	2
Forms Referenced in Procedure:	N/A	Related Procedures:	200, 307, 323

### **.01 INTRODUCTION**

The purpose of this procedure is to establish guidelines in the listening, copying and administration of recorded phone calls obtained by equipment assigned to the San Antonio Police Department in the Detention Center Facility.

### **.02 POLICY**

- A. All audio recordings of inmate telephone calls generated at the San Antonio Detention Center are the property of the San Antonio Police Department. The use, copying or reproducing of any audio recording files generated by members of the Department for use outside of Department business is prohibited, unless authorized by the Chief or his designee.
- B. Distribution of any audio recordings generated by Department members in any format or for any purpose must be in compliance with this procedure.

### **.03 ADMINISTRATIVE**

- A. All audio files saved as part of an investigation will be retained according to the retention period for the investigation file.
- B. The following persons shall have privileges for listening to, and making copies of, audio files for administrative and investigatory purposes:
  - 1. Detective Investigators and above.
  - 2. Employees of the District Attorney's Office, as named on a list provided by the agency by the fifth day of each month to the Detention Center Commander.
- C. An internal/electronic signature log will be automatically generated and kept for every audio file listened to or saved to document all members accessing the file. Members shall be prepared to justify the reason for accessing/viewing files.
- D. Officers will not make private recordings and/or release any copies to any person not authorized to receive it.
- E. Dissemination of audio recordings outside of this Department is strictly prohibited without written authorization by the Chief of Police or his/her designee, or pursuant to the procedure 411.04.
- F. Inmate phone calls to attorneys are privileged, and may not be listened to, copied, or referred to in a report, and any information obtained from a call to an attorney may not be used in any manner in the course of an investigation. A list of law office phone numbers is maintained as part of the telephone system, and calls to phone numbers on the list are not recorded. If an officer listening to an inmate conversation determines the person called is an attorney, the officer must immediately stop listening to the conversation, and may not listen to any other calls to the same number. The investigator shall notify the Detention Center Commander by the close of the next business day, so that the phone number can be added to the list of calls which are not recorded.





# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 411 – Detention Center Phone Recordings***

### ***.04 REQUESTS FOR COPIES OF DETENTION CENTER PHONE AUDIO***

#### **A. Open Record Requests:**

- a. Citizen and or general public requests for audio files will be handled under the Public Information Act.
- b. The Open Record Office personnel may make copies, as necessary, to comply with the Public Information Act.

#### **B. Outside Law Enforcement and Other Governmental Agency Requests:**

- a. Investigators for other law enforcement agencies may make requests for copies of audio files related to a case under their investigation to the Open Record Office, or through such other procedure as approved by the Chief or his designee.

#### **C. Subpoenas:**

- a. Requests for files from defense attorneys in county, district, or federal courts made by subpoena are to be forwarded to the Open Record Office, for review by an Assistant City Attorney.

#### **D. All other requests for audio files should be referred to the Office of the Chief of Police.**



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## Procedure 501 – Use of Force



Office with Primary Responsibility:	CTA	Effective Date:	March 11, 2017
		Prior Revision Date:	January 31, 2017
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, SSD, MCC	Number of Pages:	11
Forms Referenced in Procedure:	SAPD Form #62-UOF SAPD Form #62	Related Procedures:	303, 309, 408, 512, 601, 605, 908

### .01 INTRODUCTION

This procedure provides officers with guidelines on the use of non-deadly and deadly force. This procedure also explains the process officers shall follow for reporting use of force incidents.

### .02 POLICY

- A. The San Antonio Police Department requires its officers to exhibit a sense of prudent judgment derived from departmental training, acquired knowledge, skills, and ability in the exercise or application of any level of force.
- B. Officers shall use only the level of force necessary to accomplish a lawful police objective. Any time force is used, the officer shall apply a level of force reasonable for the situation.
- C. The San Antonio Police Department requires all officers to document use of force incidents on SAPD Form #62-UOF, *Use of Force Report*, in accordance with this procedure. The Department also requires supervisors to respond to the scene of use of force incidents and to review all *Use of Force Reports*, to ensure the application of force conforms to established guidelines and departmental policy and procedures.

### .03 DISCUSSION

- A. The sanctity of human life and individual liberties are immeasurable elements of modern society which vests police officers with the responsibility for the preservation and protection of its paramount values. In the pursuit of this responsibility, officers maintain the understanding that protection of property and apprehension of criminal offenders is subservient to the protection of life, including their own.
- B. In the course of discharging their duty, police officers are often confronted with situations requiring some degree of force to be exercised in order to effectively maintain public order and safety. This may be achieved on an ascending scale of the officer's presence, verbal communications, open/empty hands control, physical force, intermediate weapon and deadly force, according to and proportional with the circumstances of the situation. The application of force must be conducted in a manner reasonable and commensurate to achieving a level of control that cannot otherwise be obtained through the use of other alternatives.
- C. Although the use of a reasonable amount of force is authorized in appropriate circumstances, such as those involving the protection of the officer or others from bodily harm, officers must be aware unnecessary or excessive force violates Federal Statutes, the Texas Penal Code and departmental policy.

### .04 TERMINOLOGY (For specific use within this procedure, see Glossary)

Active Resistance	Anti Felon Identification (AFID)	Approved Weapon
Brandishing/Displaying Firearm	Deadly Force	Drive Stun Mode
Electronic Control Devices (ECD)	Force	Injury
Intermediate Weapon	Lateral Vascular Neck Restraint	Non-deadly Force
Officer's Presence	Oleoresin Capsicum (OC)	Open/Empty Hands Control
Passive Resistance	Physical Force	Probe Mode
Reasonable Force	Takedowns	Verbal Communications
Weapon	Use of Force Review Board (New)	



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 501 – Use of Force

**Lateral Vascular Neck Restraint (LVNR)** - The lateral vascular neck restraint (LVNR), commonly known as a sleeper hold, or carotid chokehold, is a general term for a grappling hold that critically reduces or prevents either air (choking) or blood (strangling) from passing through the neck of an opponent. The restriction may be of one or both and depends on the hold used and the reaction of the victim.

### .05 APPLICATION OF FORCE

- A. With the exception of an officer's presence or verbal communications, the use of any type of force is not justified in response to verbal provocation alone.
- B. Police officers finding it necessary to use force to achieve a lawful police objective shall use a reasonable amount of force to affect the objective. However, nothing in this procedure is interpreted to mean an officer must prolong any combat or struggle in order to satisfy any element of escalation rather than resort to a reasonable method that resolves the situation in the safest and most expedient fashion.
- C. The use of force by an officer can be viewed as a matrix of force options used in response to a subject's actions and behavior. The force matrix illustrates the relationship between a subject's actions and the officer's response. As force options move from lesser to greater levels, the risk of injury to the suspects and/or officers increase. The matrix is designed to assist officers in understanding how force can escalate.

OFFICER'S PERCEPTION OF SUSPECT'S ACTIONS					
	Compliant (Cooperative)	Passive Resistant	Active Resistant	Imminent Assault (Bodily Injury)	Imminent Serious Bodily Injury/Death
<i>Officer's Presence</i>	✓	✓	✓	✓	✓
<i>Verbal Communications</i>	✓	✓	✓	✓	✓
<i>Open/Empty Hands Control</i>		✓	✓	✓	✓
<i>Physical Force</i>			✓	✓	✓
<i>Intermediate Weapon</i>			✓	✓	✓
<i>Deadly Force</i>					✓

- D. An officer should consider the following factors when assessing the need to use force:
  - 1. Is the suspect submitting peacefully or resisting?
  - 2. Is the suspect armed?
  - 3. What is the nature of the crime?
  - 4. Does the suspect have a previous arrest record or history showing violence?
  - 5. Number of suspects involved?
  - 6. How much support from other officers is available?



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## *Procedure 501 – Use of Force*

- E. A weapon is not displayed or brandished as a threat unless its potential use in the situation would be reasonable, or if the circumstances clearly call for the use of a weapon to control a dangerous situation, or in accordance with Chapter 9 of the Texas Penal Code.
- F. De-escalation of force:
  - 1. When employing necessary force, which is greater than an officer's presence, and this level of force is being employed to achieve a lawful police objective, officers shall de-escalate their use of force options when a subject's actions indicate that the initial use of force has achieved an acceptable level of compliance by a subject.
    - a. If circumstances allow, Officers should attempt to de-escalate tense situations through "advisements, warnings, verbal persuasion, and other tactics" to reduce the need for force.
  - 2. The de-escalation of force principle requires an officer to decrease the scope, or intensity of physical force being employed against a subject only when the resisting or non-compliant subject clearly demonstrates that he or she has decreased the level of resistance against an officer who is attempting to achieve a lawful police objective.
  - 3. The de-escalation of force can be viewed as a direct relationship between a subject's resistance level to an officer's use of force level. As a subject decreases his or her level of resistance, the responding officer also decreases the level of force required to gain compliance.
- G. Any officer present and observing another officer using force that is clearly beyond that which is reasonable under the circumstances shall, when in a position to do so, safely intercede to prevent the use of such excessive force. Officers shall immediately report these observations to a supervisor.

### **.06 USE OF NON-DEADLY FORCE**

- A. When attempting to affect an arrest, officers should use verbal communications prior to the use of non-deadly force, if possible.
- B. If verbal communication has been exhausted or proven ineffective, officers are authorized to use open/empty hands control.
- C. If an open/empty hands control has been exhausted or proven ineffective, officers are authorized to use physical force.
- D. If physical force has proven ineffective or is not a reasonable option based upon the circumstances, officers are authorized to use an intermediate weapon to affect an arrest. Officers using intermediate weapons must be authorized to carry such weapons in accordance with GM Procedure 309, *Weapons*.
- E. Officers may resort to the use of an approved intermediate weapon when:
  - 1. Lesser methods have failed;
  - 2. In self-defense or defense of a third person;
  - 3. Subduing or controlling a violent subject;
  - 4. Subduing an actively resisting actor; or
  - 5. Physical force has proven ineffective or is not a reasonable option based upon the circumstances.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 501 – Use of Force*

### F. Oleoresin Capsicum (OC) Spray/Gel and/or Electronic Control Device (ECD)

1. Only officers who have successfully completed a training course and are certified in the use of OC spray/gel and/or an ECD are authorized to carry and use OC spray/gel and/or ECD as an intermediate weapon. Additionally, only officers who have also successfully completed a 40 hour Crisis Intervention Training course are authorized to carry an ECD.
2. Officers shall only carry and use department-issued OC spray/gel and/or ECDs.
3. Officers shall carry the OC spray/gel and /or ECD in an authorized carrier.
4. OC spray/gel and/or ECD shall not be brandished, displayed, or pointed at a subject in an intimidating manner unless an officer is attempting to prevent further escalation of force.
5. Officers using OC Spray/Gel and/or ECD:
  - a. Oleoresin Capsicum Spray/Gel
    - (1) As with any other type of force, officers will end application of OC Spray/Gel when the subject discontinues resistance or aggression. OC Spray Spray/Gel is irritating to the eyes, nose, and skin. Any time OC Spray/Gel is used to control or subdue an actively resisting or violent subject, the officer will ensure the subject is decontaminated as soon as possible, to reduce the discomfort caused by the OC Spray/Gel. Decontamination consists of the application of water to the subject's eyes and face.
    - (2) Decontaminate prisoners exposed to OC Spray/Gel before being transported to the Detention Center. Prisoners exposed to OC spray/gel, will be observed by an officer for 45 minutes to ensure the prisoner does not require medical attention. If, in the officer's opinion, the prisoner appears to be in severe pain, discomfort, or exhibits unusual symptoms such as unconsciousness, profuse sweating, chest pain or slow, shallow breathing, the officer shall immediately request EMS to the scene.
    - (3) The decontamination process and amount of time the prisoner was observed will be documented in the officer's report and on the SAPD Form #62-UOF, *Use of Force Report*.
  - b. Electronic Control Devices (ECD) will be used in accordance with GM Procedure 512, *Electronic Control Devices*.

### **.07 USE OF DEADLY FORCE**

- A. This section applies to all forms of deadly force, regardless of the type of instrument or weapon used.
- B. The use of deadly force is authorized only to protect an officer or another person from what is reasonably believed to be an immediate threat of death or serious bodily injury.
  1. An officer with an honest and sincere personal belief his life or the life of another person is in imminent danger is justified in using deadly force to preserve that life.
  2. Justification for the use of deadly force is determined by the facts known or perceived by the officer at the time the deadly force is employed.
- C. The use of deadly force against one who is fleeing from custody, or who is fleeing immediately after committing an offense, is prohibited unless the officer has probable cause to believe the suspect poses an imminent threat of death or serious bodily injury to the officer or a third party.
- D. A lateral vascular neck restraint (LVNR) shall not be used unless deadly force is authorized.



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- E. Approved firearms are intended to be used as defensive instruments to prevent an assailant from completing a potentially deadly act. A firearm is discharged with the intent to stop a course of conduct.
- F. Firearms are not discharged under the following circumstances:
  - 1. As a warning shot;
  - 2. When it appears likely a non-participant may be injured; or
  - 3. At or from a moving vehicle, except as the ultimate measure of self-defense or defense of another. Officers should employ all reasonable means available to move to an area of safety if the vehicle becomes a threat, including retreating from the threat, if practical.

### **.08 SHOULDER WEAPON DEPLOYMENT**

- A. If physical force and the use of intermediate weapons have proven ineffective or are not reasonable options based upon the circumstances, officers authorized to deploy and use a department-approved shoulder weapon may do so to neutralize a threat that poses an imminent danger of serious bodily injury or death to any person.
- B. Officers shall only utilize a shoulder weapon consistent with the training received and in accordance with all GM Procedures and Standard Operating Procedures (SOPs).
- C. A shoulder weapon is intended to augment primary and approved handguns under circumstances where a hand held weapon is not sufficient to neutralize a perceived threat that may result in serious bodily injury or death.
  - 1. A shoulder weapon may be used or deployed at a scene where it is requested by an officer or supervisor who is in a position to articulate the need for such support; and
  - 2. Supervisors will ensure compliance with section .12 of this procedure.
- D. The decision to deploy or use a shoulder weapon will be dependent upon the actions of the subject, the threat facing the officer, and the totality of circumstances surrounding an incident.
- E. As with any other type of force, officers will end the use of a shoulder weapon when the subject discontinues resistance, aggression, or when the threat has been sufficiently neutralized and a shoulder weapon is no longer necessary to affect a police response.
- F. Shoulder weapons should not be brandished, displayed, or pointed at a subject in an intimidating manner unless an officer is attempting to prevent further escalation of force or finds it necessary to discharge the weapon to neutralize a threat of serious bodily injury or death to any person.
- G. More than one officer may deploy a shoulder weapon at a scene as dictated by the circumstances, keeping in mind the location of other officers, other persons, and other variables involved in the situation.
- H. As soon as practical, an officer will immediately notify the Communications Unit of a shoulder weapon discharge and advise on whether there are any hits or injuries.
- I. Improper handling or inappropriate uses of a shoulder weapon may result in disciplinary action.

### **.09 MEDICAL TREATMENT**

- A. Prisoners, who are injured as a result of an officer's use of force, either physical, non-deadly, or deadly force, are provided immediate medical treatment in accordance with GM Procedure 601, *Prisoners*.



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- B. Officers having prisoners who have been exposed to oleoresin capsicum (OC) Spray/Gel and/or ECD utilization, shall comply with Subsection .06 F of this procedure.

### **.10 USE OF FORCE REPORT RESPONSIBILITIES**

- A. Officers shall complete SAPD Form #62-UOF, *Use of Force Report*, under the following circumstances:
1. Any force used by an officer greater than an open/empty hands control technique, as listed in Subsection .05C of this procedure;
  2. Any force used by an officer that causes injury to an individual, which requires medical treatment;
  3. Any force used by an officer that causes death to an individual;
  4. Discharging a firearm at an individual to accomplish a lawful police objective;
  5. The use of an intermediate weapon by an officer; and
  6. When a police canine bites an individual.
- B. When a prisoner offers resistance during an arrest and the officer does not use more than an open/empty hands control, the officer will check the appropriate box on the booking slip. The information gathered on the suspect's resistance will be used for statistical purposes.
- C. The discharging of a firearm in order to destroy an animal, in accordance with GM Procedure 605, Subsection .02F, does not require the completion of SAPD Form #62-UOF.

### **.11 OFFICER RESPONSIBILITIES**

- A. Although an officer's presence, verbal communication, open/empty hands control techniques, or the brandishing or displaying of a weapon does not require the completion of SAPD Form #62-UOF, *Use of Force Report*, the details must be documented in the officer's report.
- B. Each officer using force during an incident which requires them to complete SAPD Form #62-UOF, *Use of Force Report*, in accordance with Section .09 of this procedure shall:
1. Notify the supervisor of the type of force used and whether the prisoner received any type of injury as a result of the use of force.
  2. Request the supervisor to respond to the scene.
    - a. An officer may relocate the prisoner prior to the arrival of a supervisor due to a threat of violence or exigent circumstances.
    - b. If an officer does relocate from the scene, he shall notify the dispatcher and the responding supervisor.
  3. Complete SAPD Form #62-UOF, *Use of Force Report*, documenting the specific type of force the officer used.
  4. Complete a detailed, accurate offense/incident report describing the force used and the circumstances and facts surrounding the use of force.
  5. Complete SAPD Form #62, *Injured Prisoners Report*, for those injured prisoners who receive medical treatment at a hospital.





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6. Attach a copy of the offense/incident report to the completed SAPD Form #62-UOF, *Use of Force Report* as well as SAPD Form #62, *Injured Prisoners Report* and give it to the supervisory officer who was notified of the use of force incident.
- C. SAPD Form #62-UOF, *Use of Force Report* shall be completed before the officer ends their tour of duty, or as otherwise outlined in this procedure.

### **.12 SUPERVISORS' RESPONSIBILITIES**

- A. Supervisory officers who are assigned to handle a use of force incident, which requires SAPD Form #62-UOF, *Use of Force Report* in accordance with Section .09 of this procedure shall:
  1. Respond to the scene;
  2. Contact the officer(s) involved in the use of force; and
  3. Request a UEDI to photograph the person who had the force used against them. If a UEDI is unavailable a Crime Scene Unit Investigator shall be requested. In their absence, the responding supervisor will take the photos.
    - a. The photographs shall include photos of any documented, visible or alleged injuries.
    - b. The photographs shall take place as soon as practical after the incident.
    - c. The photographs will be handled in accordance with GM Procedure 408, *Digital Photography*.
- B. If a supervisor from the section is not available to respond to the scene of a use of force incident the dispatcher will send any available supervisor.
- C. The supervisor shall evaluate the circumstances surrounding the use of force incident and:
  1. Interview the prisoner, when available;
  2. Determine and ensure the use of force incident meets the criteria, which requires completion of the *Use of Force Report*;
  3. Determine if departmental policies and procedures were followed;
  4. Ensure proper medical treatment has been offered to the prisoner and, if oleoresin capicum (OC) spray/gel was used, the decontamination process is conducted;
  5. When an ECD has been utilized and the subject received an electrical charge, the supervisor relieves the officer of his ECD. The sergeant downloads the ECD's internal information onto the ECD computer tracking system. Afterward, the supervisor returns the ECD to the officer as soon as possible. The sergeant also issues the officer replacement cartridges when applicable;
  6. Ensure all officers who used force, in accordance with Subsection .09A of this procedure during the incident, complete SAPD Form #62-UOF, *Use of Force Report*.
  7. Ensure the officer documents the incident on *SAPD Form #62-UOF, Use of Force Report*, completely and accurately, before being submitted for review and entry into Blue Team, in accordance with Section .12 (I).
  8. Write a report detailing the incident and findings, which is to be included in the reports which are scanned and attached in the *Blue Team* entry.



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- D. Procedural violations identified by the supervisor will be handled in accordance with GM Procedure 303, *Disciplinary Procedures*. Supervisors shall route line complaint disposition reports or formal preliminary complaint investigation reports utilizing Blue Team through the chain of command.
- E. If the officer(s) is unable to complete the SAPD Form #62-UOF, *Use of Force Report*, the supervisor shall prepare the report based on available information.
- F. The supervisory officer receiving SAPD Form #62-UOF, *Use of Force Report*, shall complete the appropriate section of the report and route the original report to the unit/shift director for completion.
- G. Supervisors responding to incidents where officers are working out of their regular assignment will perform the initial review/approval of the officer's SAPD Form 62-UOF, *Use of Force Report*. The supervisor will then forward the original SAPD Form 62-UOF, *Use of Force Report* to the officer's chain of command. The officer's chain of command will be responsible for completing the Director's section of the report and entry into Blue Team.
- H. Supervisors not responding to a use of force incident, as outlined in Subsection .11A of this procedure, shall document in a report the reason they did not respond. This report will be scanned and attached to the use of force Blue Team entry.
- I. The unit/shift director receiving SAPD Form #62-UOF, *Use of Force Report*, shall review all reports pertaining to the incident to ensure completeness and accuracy, that all department policies and procedures were followed based on information available and shall;
  - 1. Enter all related information on the use of force incident into the online Use of Force Database (known as *Blue Team*) in a timely manner and electronically add copies of all pertinent documentation, to include, but not limited to, copies of all Offense reports/Supplement reports, Use of Force Reports, and Taser downloads. Each report shall be scanned and attached to the *Blue Team* entry as individual reports and not as one continuous report, regardless of the type.
  - 2. Complete and sign the appropriate section of the report and place the original SAPD Form #62-UOF, *Use of Force Report* in the officer's Field File.
  - 3. Utilizing Blue Team, the supervisor shall then route the incident through the chain of command. Reference Section .15 (A) Flow Charts.
- J. The station/section commander receiving an electronic *Use of Force Report* entry in *Blue Team*, shall review it and all reports pertaining to the incident to ensure all department policies and procedures were followed based on information available. The station/section commander shall then complete the appropriate section and electronically forward the Blue Team entry to Internal Affairs. (Taser Use of Force incidents are forwarded to the appropriate Division Commander as per GM Procedure 512, *Electronic Control Devices*).
- K. As a result of a use of force incident in which multiple officers from different patrol shifts/units are required to fill out SAPD Form #62-UOF, *Use of Force Report*, and only one supervisor is required to enter the incident into Blue Team. Reference Section .15 (B) Flow Charts.
  - 1. The involved officer(s) shall, immediately following the incident, fill out SAPD Form #62-UOF, *Use of Force Report*, and leave the original with the assigned supervisor who made the scene.
  - 2. The assigned supervisor who made the scene, and his Unit Director, will fill out the appropriate sections of the SAPD Form #62-UOF, *Use of Force Reports* of all officers involved in the use of force incident, regardless of unit assignment, prior to being scanned and attached in Blue Team. It is the responsibility of the assigned supervisor to ensure all signed original SAPD Form 62-UOF, *Use of Force Reports*, are delivered to the supervisor of the officer who has report responsibility.



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3. The use of force entry into *Blue Team* shall be generated by the supervisor of the officer who is assigned report responsibility for the incident. The SAPD Form #62-UOF, *Use of Force Report(s)* from the other officer(s) shall be scanned, attached and included in the entry. The supervisor will then route the incident in *Blue Team* through his chain of command and carbon copy the station/section commander(s) of the officer's from the different units/shifts.
  4. After the entry into *Blue Team* is completed, all original use of force report(s) will be routed to the respective officer's unit of assignment for placement into the officer's Field File, in accordance with this section.
- L. The Use of Force Review Board will include a Deputy Chief as a chairperson and two members from the rank of Captain. The members will be empanelled for six months (January - June and July – December), following the same schedule as the Complaint and Administrative Review Board.

### **.13 USE OF FORCE ANALYSIS**

- A. The *Use of Force Reports* will be analyzed annually by the Internal Affairs Unit and the data will be used to prepare the *Formal Cases and Line Complaints Report* for the Chief of Police.
- B. The *Chief's Use of Force Review Board* will meet monthly and review the monthly reports generated by Blue Team. The board will provide oversight for policy and procedural deficiencies, as well as for training and tactical anomalies. The board chairperson will update the Chief of Police on a monthly basis.

### **.14 POST EVENT PROCEDURES**

- A. The Internal Affairs Unit will review the *Blue Team Use of Force* entry to ensure:
  1. The type of force documented meets the criteria required for the completion of SAPD Form #62-UOF, *Use of Force Report*;
  2. Whether departmental policies and procedures were followed; and
  3. The SAPD Form #62-UOF, *Use of Force Report*, was properly entered into the Use of Force database (*Blue Team*).
- A. All corrections and/or clarifications will be handled through the *Blue Team* Program.
- B. The supervisory officer receiving a notification/request for clarification of details or corrections shall ensure the corrections/clarifications are completed within five calendar days and resubmitted via *Blue Team* to the Internal Affairs Unit.
- C. Officers involved in the use of deadly force shall be placed on administrative duty or administrative leave in accordance with GM Procedure 908, *Mandatory Reassignment*.



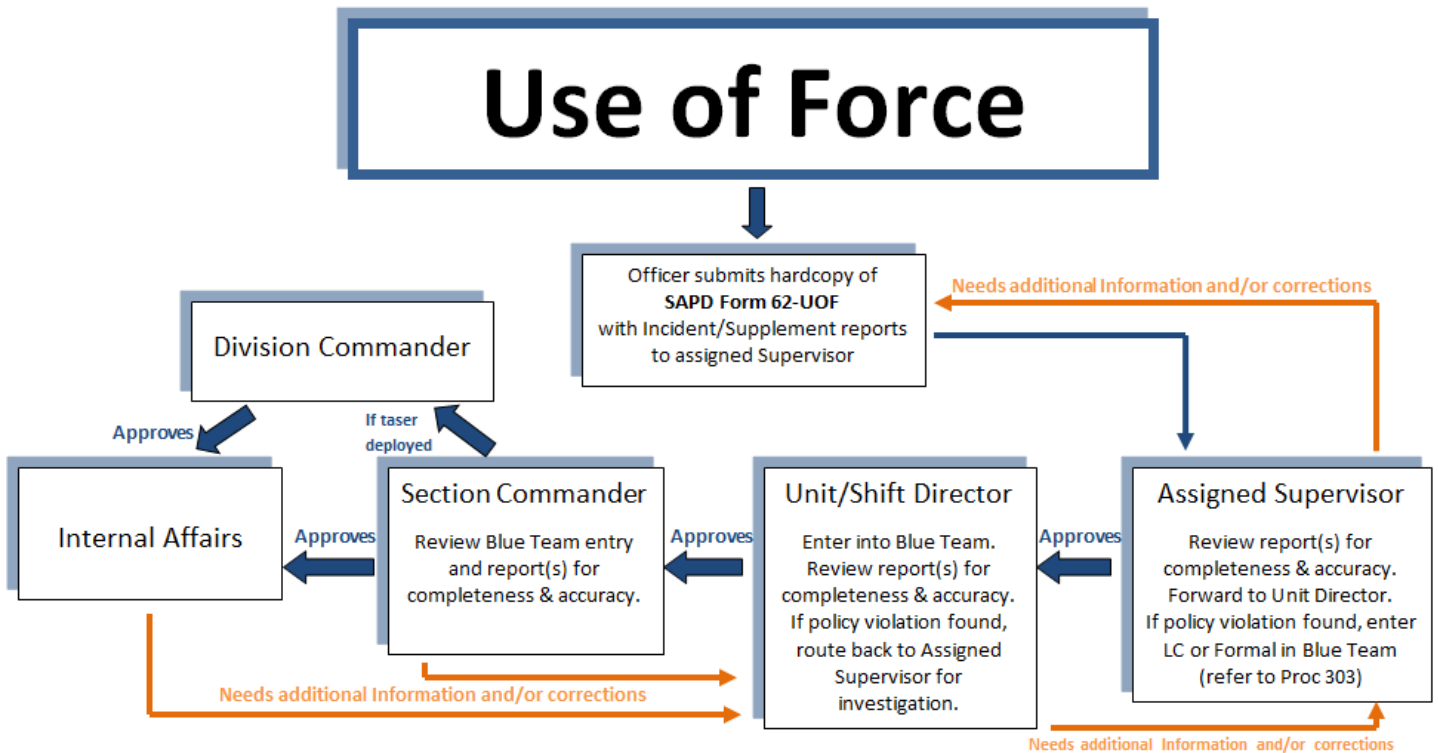
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## Procedure 501 – Use of Force

### .15 FLOW CHARTS

A.



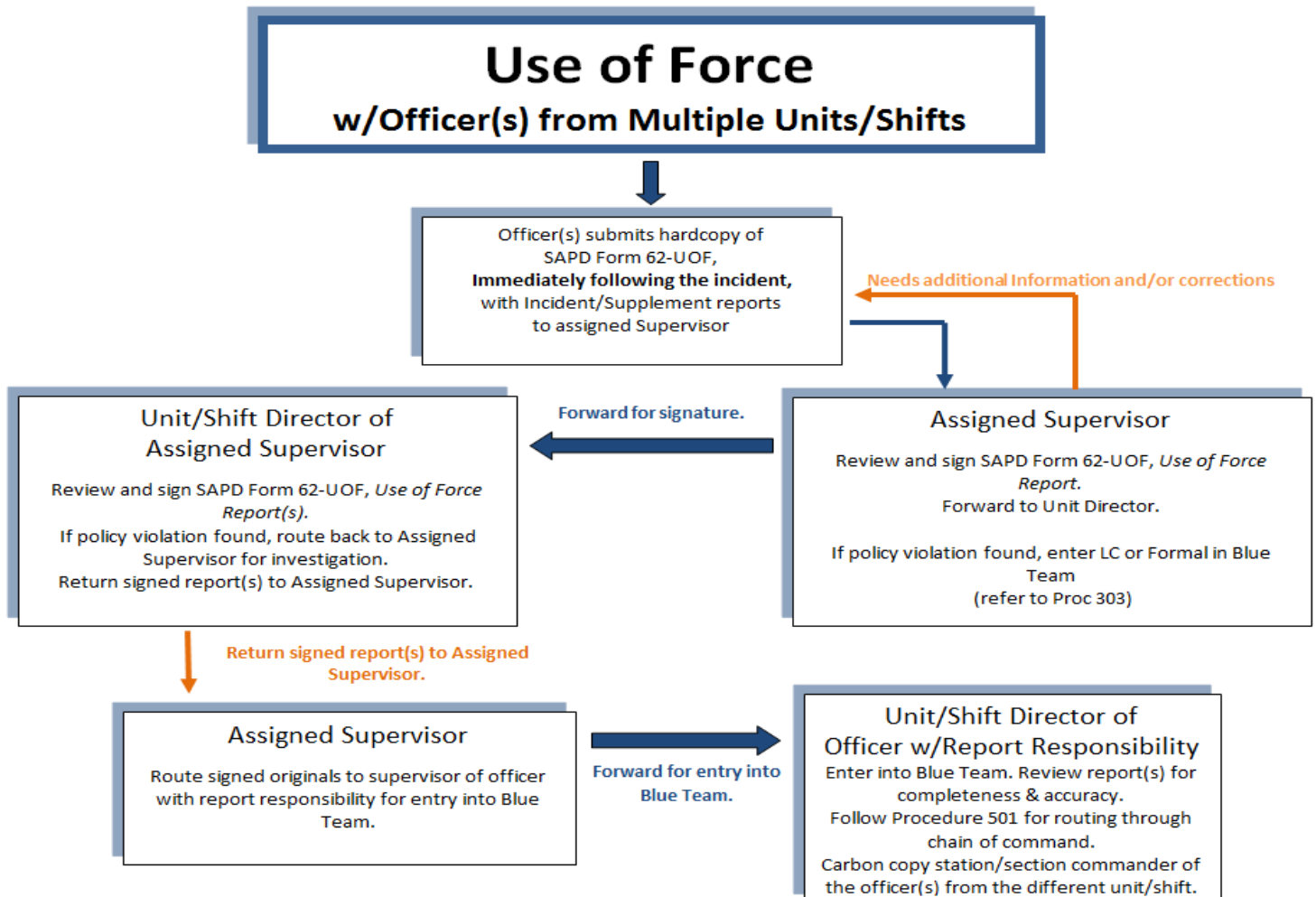


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## Procedure 501 – Use of Force



B.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 502 – Warrantless Arrests, Searches, and Seizures*



Office with Primary Responsibility:	CTA	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Number of Pages:	6
Forms Referenced in Procedure:	SAPD Form #29 SAPD Form #66E SAPD Form #2091-A	Related Procedures:	607

### **.01 INTRODUCTION**

These guidelines are designed to assist officers of the San Antonio Police Department in determining how and when it is appropriate to enforce the law through warrantless arrests, searches, and seizures.

### **.02 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Arrest                      Exigent Circumstances                      Probable Cause                      Reasonable Suspicion                      Search

### **.03 POLICY**

- A. The authority to arrest without a warrant is entirely statutory. An officer's good faith does not justify an invalid arrest. Any officer who acts outside his authority in making a warrantless arrest may be subject to both civil and criminal liability.
- B. An officer makes a warrantless arrest only if he has enough personal knowledge or reliable information to constitute probable cause upon which an arrest warrant could be issued, if time permitted.
- C. Officers exercise discretion in the use of their authority to arrest without a warrant.
- D. Officers make warrantless arrests only by the authorities listed in Section .04 of this procedure.
- E. Officers make warrantless searches and seizures only by the authorities listed in Section .09 of this procedure.

### **.04 WARRANTLESS ARREST AUTHORITIES**

#### A. State Statutes

##### 1. Alcohol Beverage Code

- a. Chapter 101, Article 101.02      *Any Violation of Alcohol Beverage Code*

##### 2. Code of Criminal Procedure

- a. Chapter 8, Article 8.04      *Dispersing Riot*
- b. Chapter 14
  - (1) Article 14.01      *Offense within View*
  - (2) Article 14.02      *Within View of Magistrate*
  - (3) Article 14.03(a)(1)      *Suspicious Places and Circumstances;*
  - (4) Article 14.03(a)(2)      *Assault - Bodily Injury;*
  - (5) Article 14.03(a)(3)      *Violation of Protective Order - May Arrest;*
  - (6) Article 14.03(a)(4)      *Family Violence - Bodily Injury;*



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- (7) Article 14.03(a)(5) *Interference with an emergency call; and*
- (8) Article 14.03(a)(6) *Confession of a felony.*
- (9) Article 14.03(b) *Violation of Protective Order - Shall Arrest.*
- (10) Article 14.04 *Fleeing Felon*
- c. Chapter 18, Article 18.16 *Preventing Consequences of Theft*
- d. Chapter 51, Article 51.13 *Uniform Criminal Extradition Act*
- 3. Health and Safety Code
  - a. Chapter 462, Section 462.041 *Chemically Dependent Person*
- 4. Parks and Wildlife Code
  - a. Chapter 11, Article 11.0191 *Any Violation of Parks and Wildlife Code*
- 5. Transportation Code
  - a. Chapter 543, Section 543.001 *Any Violation of Transportation Code*
- B. Rights of Officers
  - 1. Where an arrest may be lawfully made without a warrant, an officer making an arrest is justified in adopting all the measures which he might adopt in cases of an arrest under a warrant, except the officer making the arrest without a warrant may not enter a residence to make the arrest unless.
    - a. A person who resides in the residence consents to the entry; or
    - b. Exigent circumstances require the officer making the arrest enter the residence without the consent of a resident or without a warrant.

#### **.05 PROBABLE CAUSE**

- A. Probable cause to arrest exists when an officer has reason to believe, through personal knowledge or reliable information; a person has committed an offense.
- B. To establish probable cause, the officer does not need the amount of evidence required to prove beyond a reasonable doubt a person is guilty of committing an offense. Only that amount of evidence which reasonably shows a particular person probably or most likely committed an offense is required.
- C. An officer may consider all the lawfully acquired information available to him at the moment of the arrest regardless of its admissibility at a trial.
- D. Though an officer may not rely solely on reasonable suspicion to justify an arrest, he may use this factor as an initial step in establishing probable cause.
- E. When immediate action is required, an officer may make an arrest even though he is unable to determine the particular offense which has been committed. There may be a difference in the reason for arrest and the charge to be filed. An officer is not required to know all the legal matters involved in determining with which offenses the offender is to be charged.





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### *Procedure 502 – Warrantless Arrests, Searches, and Seizures*

- F. An officer, making an arrest at the request of another officer is entitled to rely on radio broadcast information and assume the officer requesting the arrest has probable cause for the arrest. When one officer makes an arrest at the request of another officer, its validity is determined by whether the information known to the requesting officer is sufficient to establish probable cause.
- G. When information from an informant is necessary to establish probable cause, an officer:
  - 1. Explains his reason(s) for believing the informant to be reliable and the underlying circumstances from which the informant concluded the offense was committed, and a particular person committed the offense.
  - 2. An officer seeks some confirmation of the information he receives from a victim or witness:
    - a. An officer determines the victim or witness was able to observe and remember what happened;
    - b. Directly observable results of an offense can serve as partial confirmation of the commission of the offense; and
    - c. When the circumstances suggest the victim's or witness' allegations may be untrue, an officer investigates further before making an arrest. The more doubt an officer has about the victim's or witness' veracity, sincerity, or ability to perceive, the more he needs to confirm the information.

#### **.06 SELECTIVE ENFORCEMENT**

- A. Under certain circumstances in misdemeanor cases, for good cause consistent with public interest, an officer may decide not to arrest even though probable cause exists. Factors which the officer may properly consider in determining not to arrest are as follows.
  - 1. The victim must positively state he is not interested in prosecuting the offender because:
    - a. He desires restitution only;
    - b. He is in a continuing relationship with the offender (i.e., employer-employee);
    - c. He is in a family-type relationship with the offender; or
    - d. The actual injury done to persons or damage done to property is minimal.
  - 2. The offender can be released to the custody of another agency which specializes in handling the type of case in which he is involved (i.e., Armed Forces Police).
  - 3. The arrest would result in greater harm to the victim than would non-arrest.
- B. When the offense is a felony and circumstances outlined in Subsection .06A of this procedure exist, the officer has the victim and the offender accompany him to Headquarters to contact the investigative unit normally assigned to investigate the particular offense. *(Note: If this occurs from 1900 - 0500 hours, the Night CID Unit is contacted.)* The investigative unit supervisor determines whether the offender is booked or released. If the offender is released, SAPD Form #29, *Complaint Waiver*, is signed by the victim and approved by the investigative unit supervisor.

#### **.07 DELAY IN MAKING AN ARREST**

- A. An officer may, in order to avoid the use of force, delay making an arrest until a more appropriate time if by so doing he does not jeopardize the eventual arrest.
- B. An officer obtains a warrant if a misdemeanor is committed in his presence or view and he does not arrest at the time the offense is committed.



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### *Procedure 502 – Warrantless Arrests, Searches, and Seizures*



- C. An officer obtains a warrant if a felony is committed in his presence or view and he does not arrest the offender as quickly as is reasonably possible under the circumstances. Delay is reasonable when it avoids the necessity of overcoming resistance by the offender and when it is necessary for the safety of the officer or others.
- D. An officer who has reasonable time and opportunity to obtain an arrest warrant should always do so in accordance with GM Procedure 503, *Obtaining and Executing Arrest Warrants*.
- E. An officer obtains an arrest warrant when the offender is committing a continuing offense and the facts establishing probable cause are known to the officer over a period of time. In all cases where an officer has knowledge of a continuing offense, a warrant of arrest is obtained.
- F. An officer obtains a warrant for a felony or breach of the peace committed out of his presence or view whenever he has reasonable time and opportunity to procure one. Such action is unnecessary when obtaining a warrant would result in:
  - 1. The loss or destruction of evidence;
  - 2. The escape of the offender; or
  - 3. Bodily injury to the officer or others.

#### **.08 INFORMING PERSONS TO BE ARRESTED**

- A. Officers shall, under normal circumstances, inform persons about to be arrested of the following:
  - 1. The officer's intention to take the person into custody;
  - 2. The reason for the arrest;
  - 3. The authority for the arrest; and
  - 4. The person's rights as per the Miranda Warning.
- B. When an arrest situation makes it impractical to inform a person of an impending arrest, officers are not required to provide arrest information. Situations where it would be impractical or unnecessary to provide arrest information include:
  - 1. When the person is in the act of committing the offense;
  - 2. When the person is fleeing from the scene of the crime;
  - 3. When the officer or others would be endangered; or
  - 4. When the arrest would be imperiled.
- C. When not in uniform, an officer displays his identification and identifies himself as a police officer as soon as the situation permits.
- D. Officers read SAPD Form #66-E, *Rights Warnings*, to offenders taken into custody, including juveniles, prior to questioning regarding the offense for which they are arrested and in accordance with Chapter 38.22 of the *Texas Code of Criminal Procedure*.
- E. Officers take all persons arrested before a magistrate in compliance with Chapter 15, Articles 15.17 and 15.18, of the *Texas Code of Criminal Procedure*.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 502 – Warrantless Arrests, Searches, and Seizures*



#### **.09 WARRANTLESS SEARCH AUTHORITIES/GUIDELINES**

##### **A. Search by Consent**

1. A consent search is a warrantless search and occurs when a person voluntarily allows a peace officer to search his body, premises, or belongings.
2. Consent is not voluntary if it is obtained by threat, force, or by falsely claiming the search can be conducted without consent.
3. Upon giving consent to search, the consenting person relinquishes any right to object to the search on constitutional grounds.
4. Officers, prior to conducting a search by consent, will complete and have the consenting person sign SAPD Form #2091-A, *Consent for Search of Private Premises*.

##### **B. Frisk**

1. An officer may frisk a person for weapons at any time without a warrant if the officer has reason to fear for his safety.
2. The officer must be able to explain why the person was frisked. The officer need not point to any one thing that would justify the frisk, but should refer to several things, each of which, when taken alone may seem harmless, but when considered together by an officer who is trained or experienced in dealing with criminal suspects, raises a reasonable suspicion the person poses a threat to the officer's safety.

##### **C. Search of a Vehicle Under a Movable Vehicle Exception**

1. A vehicle stopped on public property by a peace officer may be searched without a warrant if the peace officer has probable cause to believe the vehicle contains items subject to seizure.
2. The items subject to seizure must be items connected with criminal activity.
3. The officer's determination of probable cause must be based on objective facts that could justify the issuance of a search warrant by a judge or magistrate.

##### **D. Crime Scene Search**

1. While at a crime scene, officers may seize any evidence, fruits of the crime, or contraband that falls within the scope of the Plain View Doctrine.
2. Officers may conduct a quick and limited "protective sweep" search for the safety of officers and persons in the area.
  - a. The protective sweep search may be made when an officer reasonably believes the area harbors an individual posing a danger to those at the scene.
  - b. Officers may conduct a limited frisk search of a person for weapons at a crime scene if there are articulable facts indicating a person may be armed.
  - c. Officers may also make a limited search of persons at a crime scene if there are articulable facts a person may be about to destroy evidence.
3. In the absence of the Plain View Doctrine or exigent circumstances, officers shall obtain a warrant to search a crime scene.



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### *Procedure 502 – Warrantless Arrests, Searches, and Seizures*



4. A search warrant is not necessary if a crime scene is located in a public place.

#### E. Exigent Circumstances - Where the Public Safety is Endangered

1. If exigent circumstances exist, the search warrant requirement is dispensed.
2. Under exigent circumstances officers may search persons, property, or containers they believe possess or contain some immediately dangerous weapon or instrument.
3. In situations where the public is in danger, officers may conduct a search of persons, places, or things without a warrant if there would not be a reasonable amount of time to obtain a warrant.

#### F. Inventory Searches

1. An inventory search of an impounded or seized vehicle may be conducted without a warrant in accordance with GM Procedure 607, *Impounding Vehicles*. The inventory search is an administrative procedure intended to inventory and secure the contents in a vehicle. The inventory procedure is intended to protect the following:
  - a. The owner's property while it remains in police custody;
  - b. The police against claims or disputes over lost, stolen, or vandalized property; and
  - c. The police and others from potential danger.
2. If criminal evidence, contraband, or other property subject to seizure is discovered during the inventory of a vehicle, there must be a valid administrative reason for the inventory for the property to be admissible in court.

#### G. Other Search Situations Authorized by Constitutional Provisions

1. Any property or items listed in the Texas Code of Criminal Procedure, Article 18.02, that could be seized with a search warrant may be seized without a search warrant under the Plain View Doctrine if an officer:
  - a. Recognizes the property or items as seizable property or items;
  - b. Has a legal right to be in a position to view the property or items; and
  - c. Does not intrude on any person's reasonable expectation of privacy to seize the property or items.
2. If the property or items are in a place the officer cannot legally enter without a warrant or consent, the property or items cannot be seized without a warrant unless there is danger of imminent destruction or removal of the property.



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## *Procedure 503 – Obtaining and Executing Arrest Warrants*

Office with Primary Responsibility:	MCC	Effective Date: Prior Revision Date:	July 1, 2019 December 18, 2017
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, SSO	Number of Pages:	7
Forms Referenced in Procedure:	SAPD Form #66-E SAPD Form #2091-C Form GR.1000-04 TOP	Related Procedures:	601, 609, 616

### **.01 INTRODUCTION**

- A. This procedure is established to provide officers with guidelines for obtaining and executing arrest warrants.
- B. The duties to arrest, definitions, requisites, issuance, scope, authority, and execution of arrest warrants are outlined in Chapter 15 of the Texas Code of Criminal Procedure.
- C. It is the duty of every officer to execute an arrest warrant in the manner provided by law, by the guidelines established in this procedure, and by adhering to each respective unit's standard operating procedures. An officer does not refuse to execute a valid warrant on other than legal grounds.
- D. It is the duty of every officer to seek an arrest warrant in the manner provided by law, by the guidelines established in this procedure, and by adhering to each respective unit's standard operating procedures. An arrest warrant shall be sought as soon as practical for violent crimes when the danger or threat to the public requires immediate action, rather than filing the case at-large.

### **.02 GENERAL PROCEDURES**

- A. When planning to execute a high risk arrest warrant, or where there is a probability forced entry will be needed to gain entry, each member involved in the execution of an arrest warrant will wear body armor.
- B. When executing an arrest warrant, the officer need not have actual possession of the warrant. However, the officer announces to the person being arrested the arrest is made pursuant to a warrant; and
  - 1. If the officer has the arrest warrant in his possession, he exhibits it to the arrestee; or
  - 2. If the officer does not have the arrest warrant, he informs the arrestee of the offense charged against him.
- C. Military regulations require documentation prior to the delivery of military personnel to civilian authorities. Therefore, officers entering a military installation for the purpose of affecting an arrest must possess a copy of the arrest warrant and contact the military police unit assigned to the installation prior to making the arrest.
- D. At the time of arrest, officers read SAPD Form #66-E, *Rights Warning*, to all persons arrested under a warrant.
- E. Officers take all persons arrested before a magistrate in compliance with Chapter 15, Articles 15.17 and 15.18, of the Texas Code of Criminal Procedure.
- F. Persons arrested under a warrant are booked following GM Procedure 601, *Prisoners*.
- G. Officers routinely initiate a warrant check on persons they have lawfully stopped. However, such persons are generally detained no more than thirty (30) minutes. The detention may exceed thirty (30) minutes in circumstances when the officer has reasonable suspicion an arrest warrant is outstanding for the person.
- H. A warrant is never altered in any manner. The officer must return to the issuing magistrate to change the warrant.



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### **.03 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Entry Team	Handling Investigator	Investigative Supervisor	Officer-In-Charge
Arrest Team	Security Team	Verification Officer	Warrant Execution Supervisor

### **.04 WARRANTS ORIGINATING IN THE STATE**

- A. An officer may execute a misdemeanor or felony arrest warrant issued by any court within the State of Texas any place within the corporate limits of the City of San Antonio providing:
  - 1. The place is a public place;
  - 2. The officer is in a place he has a lawful right to be;
  - 3. The place is the residence of the person named in a felony warrant or is where the officer has probable cause to believe the person is presently living;
  - 4. The place is a private place or residence named in a search warrant, provided the officer has the search warrant in his possession; and
  - 5. If the warrant is issued by a mayor of an incorporated city or town in a county other than Bexar County, the warrant is properly endorsed, according to Chapter 15, Article 15.07, of the Texas Code of Criminal Procedure.
- B. Officers do not execute arrest warrants outside the corporate limits of the City of San Antonio, unless:
  - 1. The officer is in "hot pursuit" of the person to be arrested, in which case he proceeds according to GM Procedure 609, *Emergency Vehicle Operation*, or
  - 2. The officer is acting in conjunction with an officer of the jurisdiction where the warrant is to be executed.

### **.05 OUT OF STATE WARRANTS**

- A. Officers may execute a felony arrest warrant issued by a court outside the State of Texas, providing the provisions of Section .04 of this procedure are followed.
- B. Officers do not execute out of state misdemeanor arrest warrants.

### **.06 VERIFICATION OF WARRANT INFORMATION**

- A. Class B Misdemeanor through Felony Arrest Warrants
  - 1. Even though a computer check reveals an outstanding class B misdemeanor through felony arrest warrant for a person and justifies the detention of the person, officers must obtain certain information to verify the warrant is active. The following information is required prior to booking persons arrested for a class B misdemeanor through felony arrest warrant:
    - a. The name, date of birth, and other identifiers of the person named in the warrant;
    - b. The warrant number;
    - c. The offense charged;
    - d. The name of the court issuing the warrant; and



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- e. The fingerprint classification of the person named in the warrant, if the warrant is issued by a court outside of Bexar County.
2. Should there be probable cause to believe there is an outstanding class B misdemeanor through felony parole violation warrant, remand without bond warrant, or a bond increase, and there are no additional charges, the person detained for verification of the warrant is taken to the Bexar County Jail and held until the warrant is confirmed active, an abstract of the warrant is obtained, and the person is identified as the same person named in the warrant. If the warrant is verified the arrestee is released into the custody of the Bexar County Jail.
3. Should there be probable cause to believe there is an outstanding class B misdemeanor through felony parole violation warrant, remand without bond warrant, or a bond increase, and there are new additional charges, or the warrant is a post indictment warrant, the person detained for verification of the warrant is taken to the Bexar County Identification Section at the Magistrates Office and held until the warrant is confirmed active, an abstract of the warrant is obtained, and the person is identified as the same person named in the warrant. If the warrant is verified, the arrestee is released into the custody of the Magistrates Office.
4. Should a person who has been detained and transported to the Bexar County Jail or City Magistrates office for verification of a class B misdemeanor through felony arrest warrant be found not wanted on any charge, he is then transported:
  - a. To the scene of initial contact; or
  - b. If more practical, to another location of his choosing with approval of the officer's supervisor.

### B. Class C Misdemeanor Arrest Warrants

1. Even though a computer check reveals an outstanding class C misdemeanor arrest warrant for a person and justifies the detention of the person, officers must obtain certain information to verify the warrant is active. The following information is required prior to booking persons arrested for a class C misdemeanor arrest warrant.
  - a. The officer can verify the warrant is active by sending a message in Visinet Mobile to “MWAR.”
  - b. The message must contain:
    - i. The name, date of birth, and other identifiers of the person named in the warrant, and
    - ii. The warrant number (traffic citation number or misdemeanor citation number).
  - c. If officers do not receive a response within 5 to 10 minutes, the officer or the Communication Unit may call 207-7718 to verify the warrant.
2. Should there be probable cause to believe there is an outstanding class C misdemeanor arrest warrant; the person detained for verification of the warrant is held at the place of contact until the warrant is confirmed active either by MDT message from the issuing agency or verbally by the Communications Unit dispatcher. If the class C misdemeanor arrest warrant is confirmed, the person is then returned to the City of San Antonio Detention Center.
  - a. If the person who has been detained for verification of a class C misdemeanor arrest warrant is found not to be wanted on any charge, he is released.
  - b. After thirty (30) minutes, if verification of the arrest warrant has not been confirmed, the person is released at the place of contact, unless extenuating circumstances exist to detain the person longer.





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c. If the person who has been detained shows to have active JP warrants only, the officer will contact the respective Justice of the Peace's office for notification, between the hours of 0800 – 1700. The office notified will determine if a Constable will be dispatched. There is no expectation that SAPD officers will transport persons active solely on Justice of the Peace Warrants.

JP 1 (210) 335-2805

JP 2 (210) 335-4850

JP 3 (210) 335-4750

JP 4 (210) 335-4950

### **.07 PLANNED EXECUTIONS OF ARREST WARRANTS**

- A. This section governs the execution of arrest warrants when it is believed a person named in an arrest warrant is within the jurisdiction of the San Antonio Police Department and the execution of the arrest warrant is planned in advance.
- B. The arrest warrant may be executed at any time of the day or night. It may be executed at any place, public or private, where the individual named is reasonably believed to be located. Officers need not execute the warrant at the first possible opportunity, but may choose the time and place. Factors to be considered in determining the time and place include:
  - 1. If the location is a third party residence, absent exigent circumstances or consent, a search warrant is obtained and possessed before entering the premise. If consent to enter the premises to search for the wanted person is granted, officers will complete and have the consenting person sign SAPD Form #2091-C, *Consent for Search of Private Premises*;
  - 2. Knowledge of the individual's whereabouts and likely movements; and
  - 3. Consideration of safety and security of the arrestee, the officers, and third persons.
- C. Prior to Executing any Class B Misdemeanor through felony warrants:
  - 1. Officers will check the Arrest Warrant Database on SAMWEB <http://samweb/warrantForm.asp> prior to execution of the warrant for updated notes on the suspect.
  - 2. Officers will utilize Form GR.1000-04 Tactical Operations Plan (TOP), for Class B Misdemeanor through Felony Arrest Warrants or any crimes of violence.
  - 3. Form GR.1000-04 Tactical Operations Plan will assist in determining whether the warrant should be executed by the officer or if a specialized unit or units should be called.
- D. After executing any warrants: Class B Misdemeanor through Felony Arrest Warrants:
  - 1. Officers will UPDATE the Arrest Warrant Database on SAMWEB <http://samweb/warrantForm.asp> adding any pertinent information available.
- E. When planning to execute a high risk and/or unannounced arrest warrant, a single officer (other than the officer in charge) will be assigned by the warrant execution supervisor as the Verification Officer.
  - 1. The Verification Officer is responsible for positively identifying the correct location where the warrant will be executed and for directing the entry team to the correct location. The Verification Officer will confirm the address or warrant location description named in the warrant and warrant affidavit is the same as the address or location description where the warrant will be executed.
  - 2. The name of the Verification Officer will be listed on Form GR.1000-04 Tactical Operations.



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3. The Verification Officer will accompany the entry team or an officer assigned to the entry team to positively identify and point out the correct location described in the arrest warrant. It is not necessary for the Verification Officer to accompany the entry team into the warrant location when the entry is made.
- F. When entering a private premise, officers announce their identity and purpose and demand admittance. When exigent circumstances exist which unduly jeopardize the safety of the officers, other persons, or the security of the person sought, the officers need not announce their identity or purpose before entering to execute a felony warrant.
- G. When officers are refused entry after demanding admittance or when exigent circumstances exist, the officers may forcibly enter the premises to execute a felony arrest warrant.

### **.08 PLANNED FORCED ENTRY**

- A. In planning a forced entry, the warrant execution supervisor reviews Form GR.1000-04 TOP -This form is designed to determine the degree of probability of death or serious bodily injury.
- B. When the warrant execution supervisor determines a high probability of death or serious bodily injury exists, the supervisor, or his designee shall contact a Special Weapons and Tactics Unit supervisor to determine the necessity for inclusion of Special Weapons and Tactics Unit members in the execution of the warrant.
- C. In all planned forced entries, the warrant execution supervisor ensures enough officers are present to adequately protect the safety and security of all persons involved.
  1. This includes the presence of uniform officers to identify the group as members of the Department.
  2. In normal circumstances, uniformed officers enter the premises with non-uniformed officers.

### **.09 PLANNED FORCED ENTRY RESPONSIBILITIES**

- A. Warrant Execution Supervisor:
  1. Assigns a “Verification Officer” when applicable in accordance with this procedure;
  2. Reviews and approves all arrest warrants and Form GR.1000-04 Tactical Operations Plan prior to execution of the arrest warrant;
  3. Ensures location has been properly identified, adequate manpower and equipment are available, and all provisions of this procedure are being followed for the proper and safe execution of the warrant;
  4. Ensures adequate steps are taken to provide for the safety and security of the officers involved, items being sought, and any persons who may be at the scene of the execution of the warrant;
  5. Ensure uniformed officer(s) are present at the location named in the arrest warrant;
  6. Except during periods of extenuating circumstances, accompany officers in the execution of the warrant; and
  7. Ensures the dispatcher is notified before and after the execution of the warrant.
- B. Officer in charge:
  1. Conducts warrant research in accordance with Form GR.1000-04 TOP;
  2. Physically views the location to be searched in order that a precise address and description can be obtained, or ensures the warrant verification officer involved with the warrant physically views the location;



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3. Completes Form GR.1000-04 TOP and submits it and all documentation to the warrant execution supervisor for evaluation prior to execution of the arrest warrant;
4. If the warrant execution supervisor will not be present when the warrant is executed, ensures adequate steps are taken to provide for the safety and security of the officers involved, items being sought, and any persons who may be at the scene of the execution of the warrant;
5. If the warrant execution supervisor will not be present when the warrant is executed, he develops a written plan for the arrest warrant to ensure the location has been properly identified, adequate manpower and equipment is available, and all provisions of this procedure are being followed;
6. Assigns officers to the "Entry Team," "Security Team," and "Search Team";
7. Ensures all officers involved are aware of their assigned duties and responsibilities;
8. If the warrant execution supervisor will not be present when the arrest warrant is executed, he notifies that Supervisor before and after executing the warrant; and
9. The duties of the Officer-in-Charge do not supersede those of the Warrant Execution Supervisor, when that Supervisor is present.

### C. Verification Officer:

1. When planning to execute an arrest warrant, a single officer (other than the Officer-in-Charge) will be assigned by the Warrant Execution Supervisor as the Verification Officer.
2. The Verification Officer is responsible for positively identifying the correct location where the warrant will be executed and for directing the entry team to the correct location. The Verification Officer will confirm the address or warrant location description named in the warrant and warrant affidavit is the same as the address or location description where the warrant will be executed.
3. The name of the Verification Officer will be listed on Form GR.1000-04 TOP.
4. The Verification Officer will accompany the entry team or an officer assigned to the entry team to positively identify and point out the correct location described in the arrest warrant. It is not necessary for the Verification Officer to accompany the entry team into the warrant location when the entry is made.

## **.10 DECONFLICTION**

- A. The South Texas HIDTA Investigative Support Center (managed by SAPD) has been designated as the hub for deconfliction services by the South Texas HIDTA Executive Board. As such, it is the single point of contact for the entire South Texas Region. They can be contacted by phone at 207-2495.
- B. Prior to executing a planned forced entry, the Officer-in-Charge or Warrant Execution Supervisor must notify the Deconfliction Unit. If a location of interest is listed with the Deconfliction Unit, the Officer-in-Charge or Warrant Execution Supervisor shall contact the officer who placed the location into deconfliction for resolution. Any conflicts not resolved shall be elevated to the Supervisor in charge of the Unit who placed the location into deconfliction and the Warrant Execution Supervisor for resolution.

## **.11 CRIME VICTIM NOTIFICATION PROGRAM**

- A. Officers arresting by warrant any person wanted for offenses listed below shall route a copy of the incident report to the applicable follow-up investigative unit:



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1. Any crime resulting in death or serious bodily injury;
2. Any crime where death, serious bodily injury or retaliation in the future is threatened;
3. Domestic Violence;
4. Sexual Assault; and
5. Stalking.

B. For complete information on the VINE program, refer to GM Procedure 616, *Crime Victim Notification Program*.

### **.12 TRAINING**

- A. When executing a planned “high risk” forced entry, prior to assignment as an entry team, security team or arrest team member, the Officer, Detective and Supervisor will be provided training for the specific duties assigned while executing the arrest warrant. The training will be documented and will include, at a minimum, the following courses of instruction:
1. Intelligence gathering;
  2. Building entries;
  3. Room clearing;
  4. Weapons handling;
  5. Breaching techniques;
  6. Shield handling techniques; and
  7. Evidence handling procedures.
- B. At a minimum, training shall be conducted on a quarterly basis to maintain proficiency in the above listed skills.
- C. The Unit Director will be responsible for maintaining a record of all training.



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Office with Primary Responsibility:	CTA	Effective Date:	July 1, 2019
		Prior Revision Date:	November 1, 2012
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Number of Pages:	7
Forms Referenced in Procedure:	Form GR1000-04 TOP	Related Procedures:	601, 606

### **.01 INTRODUCTION**

- A. The purpose of this procedure is to establish departmental guidelines under which officers of the San Antonio Police Department follow in the delivery and execution of search warrants.
- B. The duties to search, definitions, requisites, issuance, scope, authority, and execution of search warrants are outlined in Chapter 18 of the Texas Code of Criminal Procedure.
- C. An officer to whom a valid search warrant has been issued executes that warrant in the manner provided by law, by guidelines established in this procedure, and by adhering to each respective unit's standard operating procedures (SOP).

### **.02 GENERAL PROCEDURES**

- A. Any search warrant that appears to be in proper form is presumed to be valid. Any warrant which does not appear to be in proper form is not executed and is returned to the magistrate who issued it. This includes any warrant containing significant errors in identifying the place to be searched or the property to be seized.
- B. A warrant is never altered in any manner.
- C. An officer never represents to any person that a search warrant has been issued in a particular case, knowing such is not true, in order to obtain consent to search.
- D. During normal duty hours, the Officer-in-Charge or Warrant Execution Supervisor assigned to units that do not routinely execute search warrants (i.e., Patrol and Traffic) must notify the Investigations Division Unit which has investigative responsibility for the offense listed in the search warrant, so any active investigations are not compromised.
- E. When executing search warrants after normal business hours, the Officer-in-Charge or Warrant Execution Supervisor assigned to units that do not routinely execute search warrants (i.e., Patrol and Traffic) must contact a Supervisor from the Street Crimes Unit, Repeat Offenders Program, Narcotics Unit, or Night Detectives for guidance and assistance.
- F. The Officer-in-Charge or Warrant Execution Supervisor must notify the Deconfliction Unit (207-2495) prior to execution of the search warrant. If a location of interest is listed with the Deconfliction Unit, the Officer-in-Charge or Warrant Execution Supervisor shall contact the officer who placed the location into deconfliction for resolution. Any conflicts not resolved shall be elevated to the Supervisor in charge of the unit who placed the location into deconfliction and the Warrant Execution Supervisor for resolution.
- G. When planning to execute a high risk search warrant, or where there is a probability forced entry will be needed to gain entry, each member involved in the execution of a search warrant wears body armor.
- H. Prior to the execution of any search warrant:
  - 1. Officers will check the Arrest Warrant Database on SAMWEB, <http://samweb/warrantForm.asp> prior to execution of the warrant for updated notes on the suspect.



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2. Officers will utilize Form GR.1000-04 Tactical Operations Plan, for Felony Search Warrants or any crimes of violence.
3. Form GR.1000-04 Tactical Operations Plan will determine whether the warrant should be executed by the officer or if a specialized unit or units should be called.

I. After executing any warrants:

1. Officers will UPDATE the Arrest Warrant Database on SAMWEB <http://samweb/warrantForm.asp> adding any pertinent information available.

### **.03 DECONFLICTION**

A. The South Texas HIDTA Investigative Support Center (managed by SAPD) has been designated as the hub for de-confliction services by the South Texas HIDTA Executive Board. As such, it is the single point of contact for the entire South Texas Region.

B. Plainclothes officers will deconflict through HIDTA on Arrest and Search Warrants.

1. Prior to executing a planned felony arrest or search warrant, the Officer-In-Charge will contact the South Texas HIDTA Investigative Support Center at 207-2495 and provide all necessary information for the de-confliction process to take place.
  - a. Information to be provided will include:
    - (1) a physical address,
    - (2) block number or intersection.
  - b. Information on the suspect named in the arrest warrant will include:
    - (1) first and last name,
    - (2) DOB,
    - (3) race/sex,
    - (4) and when available, secondary identifiers such as a social security number, driver's license number, FBI number, etc.
2. This information shall be provided as soon as available, practical, and possible, with as much forewarning as possible.
3. A minimum two (2) hour advanced notice to the Deconfliction Center is required for optimum conflict resolution.

### **.04 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Curtilage	Entry Team	Evidence Officer (fix to GM in glossary)
Exigent Circumstances	Officer-In-Charge	Search Team
Security Team	Verification Officer	Warrant Execution Supervisor



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### **.05 TIME OF SEARCH**

- A. A search warrant is executed in accordance with Code of Criminal Procedure Article 18.07. This article defines the time allowed for the execution of a search warrant , exclusive of the day of its issuance and the day of its execution, is:
  - 1. Fifteen (15) whole days if the warrant is issued solely to search for and seize specimens from a specific person for DNA analysis and comparison, including blood and saliva samples; or
  - 2. Three (3) whole days if the warrant is issued for a purpose other than described by Subdivision (1).
- B. Within the above period allowed for execution, the time of the actual execution is determined based on the following considerations:
  - 1. The execution should occur when the property to be seized is believed to be present;
  - 2. The execution should occur when the least resistance is expected, or when resistance can best be controlled;
  - 3. Other such considerations of safety, success, and convenience as may be applicable; and
  - 4. There are no time limits on the continuous search of a location once actual entry has been made.

### **.06 SCOPE OF SEARCH**

- A. A search warrant is executed at, and the search made of, only the place or places described in the warrant.
  - 1. The search may extend to all buildings or structures within the curtilage of the described place where the items sought may be kept.
  - 2. A warrant describing the place to be searched as a limited portion of larger premises may not be extended to other, unnamed portions.
  - 3. Vehicles located upon multi-unit dwelling premises (i.e., apartment complexes) are not searched unless specifically named in the warrant.
- B. The search is limited to discovering those items named in the warrant, and examining those places or things, which could contain or conceal the items described in the warrant.
- C. Items discovered during a lawful search, but not named in the search warrant may be seized if:
  - 1. They were found in a place reasonably within the scope of the search; and
  - 2. There is probable cause to believe they are stolen, or are evidence or instruments of a crime.
- D. Persons named in the search warrant are searched and any person(s) the officer(s) develop reasonable suspicion to believe is armed are frisked. The officer(s) may search persons found on the premises to prevent the disposal or concealment of any instruments, articles, or things particularly described in the warrant, if there is probable cause the person(s) may have such items upon his person. In determining whether probable cause exists officer(s) consider:
  - 1. The nature and physical characteristics of the item sought;
  - 2. The ease with which the item may be disposed of, if so concealed;
  - 3. The fact, if true, the item has not been located upon the premises; and





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4. The relationship of the person to the premises, including ownership, residence, frequenter, and to those in control of the premises.

### **.07 RESPONSIBILITIES**

#### **A. Warrant Execution Supervisors:**

1. Assigns a "Verification Officer" when applicable in accordance with this procedure;
2. Reviews and approves all search warrants, and Form GR.1000-04 Tactical Operations Plan, prior to execution of the search warrant;
3. Ensures location has been properly identified, adequate manpower and equipment are available, and all provisions of this procedure are being followed for the proper and safe execution of the warrant;
4. Ensures adequate steps are taken to provide for the safety and security of the officers involved, items being sought, and any persons who may be at the scene of the execution of the warrant;
5. Ensures uniformed officer(s) are present at the location named in the search warrant;
6. Except during periods of extenuating circumstances, accompanies officers in the execution of the warrant; and
7. Ensures the dispatcher is notified before and after the execution of the warrant.

#### **B. Officer-in-Charge:**

1. Conducts warrant research in accordance with Form GR.1000-04 TOP;
2. Physically views the location to be searched in order that a precise address and description can be obtained, or ensures the warrant verification officer involved with the warrant physically views the location;
3. Completes Form GR.1000-04 TOP and submits it and all documentation to the Warrant Execution Supervisor for evaluation prior to execution of the search warrant;
4. If the Warrant Execution Supervisor will not be present when the warrant is executed, he ensures adequate steps are taken to provide for the safety and security of the officers involved, items being sought, and any persons who may be at the scene of the execution of the warrant;
5. If the Warrant Execution Supervisor will not be present when the warrant is executed, he develops a written plan for execution of the search warrant to ensure the location has been properly identified, adequate manpower and equipment is available, and all provisions of this procedure are being followed;
6. Assigns officers to the "Entry Team," "Security Team," and "Search Team";
7. Ensures all officers involved are aware of their assigned duties and responsibilities;
8. Ensures the warrant is carried to the scene and is exhibited to the person, if any, in charge of the premises;
9. If the Warrant Execution Supervisor will not be present when the search warrant is executed, he notifies the supervisor before and after executing the warrant; and
10. The duties of the Officer-in-Charge do not supersede those of the Warrant Execution Supervisor, when that Supervisor is present.



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### C. Verification Officer

1. When planning to execute a search warrant, a single officer (other than the Officer-in-Charge) will be assigned by the Warrant Execution Supervisor as the Verification Officer.
2. The Verification Officer is responsible for positively identifying the correct location where the warrant will be executed and for directing the entry team to the correct location. The Verification Officer will confirm the address or warrant location description named in the warrant and warrant affidavit is the same as the address or location description where the warrant will be executed.
3. The name of the Verification Officer will be listed on the Form GR.1000-04 TOP.
4. The Verification Officer will accompany the entry team or an officer assigned to the entry team to positively identify and point out the correct location described in the search warrant. It is not necessary for the Verification Officer to accompany the entry team into the warrant location when the entry is made.

### **.08 PLANNED FORCED ENTRY**

- A. In planning a forced entry, the supervisor of the unit executing the warrant reviews Form GR.1000-04 TOP. This form is designed to determine the degree of probability of death or serious bodily injury.
- B. When the Warrant Execution Supervisor determines a high probability of death or serious bodily injury exists, the Supervisor or his designee shall contact a Special Weapons and Tactics Unit Supervisor to determine the necessity for inclusion of Special Weapons and Tactics Unit members in the execution of the warrant.
- C. In all planned forced entries, the Warrant Execution Supervisor ensures enough officers are present to adequately protect the safety and security of all persons involved.
  1. This includes the presence of uniform officers to identify the group as members of the Department.
  2. In normal circumstances, uniformed officers enter the premises with non-uniformed officers.

### **.09 SEARCH PROCEDURE**

- A. Persons other than peace officers, police legal advisors, and members of the District Attorney's Office are not allowed to accompany officers in the execution of a search warrant, unless approved in advance through the Office of the Chief of Police.
- B. Entry into the premises is accomplished by the least forceful means possible under the circumstances.
  1. When entering private premises, officers knock, announce their identity, and demand admittance. They then wait to be admitted and explain their purpose if so requested.
    - a. This announcement and demand are not required when the officer in charge can articulate particular exigent circumstances that exist that create a reasonable suspicion that to announce and demand would be futile or would jeopardize:
      - (1) The safety and security of the officers or nearby citizens; or
      - (2) The items sought.
    - b. The officer in charge should articulate in the affidavit these specific exigent circumstances if they exist at the time the affidavit is prepared, requesting specific authorization in the warrant for a no-knock entry.



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- c. In such cases, officers enter the premises by the most efficient means possible, while inflicting as little damage as possible to the premises. This may include breaking any door or window, but only if such is necessary.
- C. Whenever possible, upon entering a building or other premises, uniformed officers are on site and in plain view to assist in locating and controlling the movements of all persons.
  1. Necessary force may be used to secure the premises.
  2. An officer explains fully the reason for the officers' presence, the nature of the items sought, and displays the warrant.
  3. As soon as the building has been secured, any officers who are no longer needed leave the area.
- D. When the premises have been secured, a searching team conducts the search. The searching team is composed of as few officers as is practical and may include members of the security team.
  1. Damage to the premises is minimized. Any structural damage or modification is carefully considered before being inflicted.
  2. The search is confined to places where the items sought could be concealed.
  3. Two (2) officers should be assigned to search a single room or area, if possible.
  4. A record is kept during the course of the search as to which areas have been examined, by whom, the nature of any item seized, and where it was found.
  5. All items seized are turned over to the evidence officer, along with the record of the search. That officer makes a property receipt for all items seized for the person from whose possession or control they were taken and completes the return of the warrant by attaching an inventory of the items seized and delivering it to the magistrate. The inventory list may be used in lieu of the property receipt.
  6. All items seized are handled in accordance with GM Procedure 606.
  7. The officer in charge submits a written report following the execution of the warrant regardless of whether or not the search proved fruitful. The original is routed to the Records Section and a copy is routed to the unit commander. This report includes:
    - a. Damage to premise in gaining entry, if any;
    - b. Use of force in overcoming resistance, if any;
    - c. Articles seized (including, those not described in the warrant);
    - d. How the damaged premise was secured upon departure; and
    - e. A list of all officers executing the search warrant.
- E. Before leaving the scene after executing a search warrant, a designated officer ensures the premises are adequately secure as well as possible, either by leaving them in the hands of a responsible person or by locking all doors, windows, etc.
- F. A second search is not permitted under the same warrant once officers have left the premises.



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## *Procedure 504 – Execution of Search Warrants*

### **.10 ARRESTS DURING SEARCH**

- A. In cases of combined warrants commanding both arrest and search or where officers suspect there may be arrest warrants outstanding, they may require persons on the premises to identify themselves in order to determine whether any of those persons are named in the arrest warrant. Persons on the premises may be required to identify themselves if they are witnesses to the search or arrest.
- B. Should any contraband or other item be found during the search, the presence of which yields probable cause to believe an offense has been committed, the officers may arrest any or all of those persons on the premises for whom probable cause to arrest exists.
- C. Should any person resist or interfere with the lawful actions of the officers during the execution of the search warrant, that person may be arrested and charged with the offense committed.
- D. There is no requirement in the law that persons on the premises at the time of the search identify themselves unless there is reasonable suspicion of some involvement in criminal activity or the person is a witness.
- E. Arrests are made in accordance with GM Procedure 601, *Prisoners*.

### **.11 TRAINING**

- A. When executing a planned “high risk” forced entry, prior to assignment as an entry team, security team or search team member, the officer, detective and supervisor will be provided training for the specific duties assigned while executing the search warrant. The training will be documented and will include, at a minimum, the following courses of instruction:
  - 1. Intelligence gathering;
  - 2. Building entries;
  - 3. Room clearing;
  - 4. Weapons handling;
  - 5. Breaching techniques;
  - 6. Shield handling techniques; and
  - 7. Evidence handling procedures.
- B. At a minimum, training shall be conducted on a quarterly basis to maintain proficiency in the above listed skills.
- C. The Unit Director will be responsible for maintaining a record of all training.



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## *Procedure 505 – Misdemeanor Citation Release*

Office with Primary Responsibility:	CTA	Effective Date: Prior Revision Date:	July 1, 2019 May 04, 2012
Office(s) with Secondary Responsibilities:	PSC, PNC, TEC, FCD, IDC, SSB	Number of Pages:	3
Forms Referenced in Procedure:	MC Form #03-003	Related Procedures:	602

### **.01 INTRODUCTION**

- A. This procedure establishes guidelines for officers in the use of *Misdemeanor Notice to Appear* citations.
- B. The purpose of the *Misdemeanor Notice to Appear* is to release nonviolent offenders from custodial arrest in an efficient manner.

### **.02 POLICY**

- A. Tex. Code of Crim. Pro. Art. 14.06 permits law enforcement agencies to use citation release procedures in lieu of arrest for eligible Class A or B misdemeanor offenses, all Class C misdemeanor offenses and non-traffic city ordinance violations with certain exceptions.
- B. Officers shall select the least intrusive/severe method of enforcement when considering issuing a citation in lieu of arrest, which will:
  - 1. Stop existing criminal conduct;
  - 2. Remove the imminent threat of violence or criminal conduct.
  - 3. Prevent persons from endangering themselves or others.
- C. Should the arresting officer choose custodial arrest rather than a Misdemeanor/Cite and Release Citation release, the officer:
  - 1. States in the offense report the reasons why physical arrest was appropriate

### **.03 MISDEMEANOR/CITE AND RELEASE CITATION ISSUANCE AND SUBMISSION**

- A. When issuing a Misdemeanor/Cite and Release Citation, the arresting officer:
  - 1. Completes all sections of the Misdemeanor/Cite and Release Citation pertaining to the violation;
  - 2. Shall sufficiently identify the violator;
    - a. A form of government photo identification is preferable;
    - b. If government photo identification is not available, officers shall use all reasonably available means to confirm the validity of the personal information provided by the person in custody and shall document what identification was used to establish the identity of the person in custody.
  - 3. Shall indicate only one (1) charge per Misdemeanor Citation;
  - 4. Sets an arraignment date accordingly:
    - a. For San Antonio Municipal Court Misdemeanor Citations:
      - 1) 17 and older – count 50 calendar days and then assign on a Monday through Friday



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## *Procedure 505 – Misdemeanor Citation Release*

- 2) 16 and younger – count 50 calendar days and then assign on a Monday through Thursday.
- b. For Bexar County Courts:
  - 1) Set Date of Appearance 10 calendar days from Issue Date of citation.
5. List the Misdemeanor Citation number in the details of the applicable report; and
6. The officer releases the person charged in the arrest on his own recognizance upon completion of issuance of a Misdemeanor Citation, advising the person the required signature is not an admission of guilt, but a promise to appear in court.
- B. The officer shall attach a copy of the applicable report, including any evidentiary photographs, to the Misdemeanor or the Cite and Release Citation and forwards all documentation to the handling agency:
  1. Misdemeanor Notice to Appear goes to the San Antonio Municipal Court through bin mail;
  2. Cite and Release goes to the Bexar County District Attorney's Office through bin mail.

### **.04 APPLICATION IN THEFTS FROM BUSINESSES**

- A. Officers may issue Misdemeanor Citations to arrestees suspected of Class C misdemeanor thefts from businesses, unless:
  1. The violator has been previously convicted of theft; or
  2. A situation listed in Subsection .05A is apparent.
- B. When issuing a Misdemeanor Citation/Cite and Release in a misdemeanor theft from a business, in addition to the requirements for issuing a Misdemeanor Citation listed in Section .03, the officer:
  1. Notifies the owner, arresting agent, and witnesses a Misdemeanor Citation will be issued;
  2. Advises the owner, arresting agent, and witnesses they may be subpoenaed to be present for trial;
  3. Lists the names of the owner, arresting agent, and witnesses on the offense report;
  4. Escorts the violator out of the place of business and off of the property after the Misdemeanor Citation is issued; and
  5. Typically, a criminal trespass warning is issued and should be documented in the report.

### **.05 RESTRICTIONS FOR USE**

- A. The Misdemeanor/Cite and Release Citation release is not authorized in any of the following cases:
  1. Misdemeanor thefts, other than thefts from businesses;
  2. The person arrested demands an immediate appearance before a magistrate;
  3. The person is arrested on a warrant or has outstanding warrants against him;
  4. The safety of the person arrested or the safety of others may be jeopardized by his release;



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## *Procedure 505 – Misdemeanor Citation Release*

5. The arrested person fails or refuses to give sufficient identification;
6. The person arrested is intoxicated to a degree which renders him unable to care for himself;
7. The person arrested is injured and has not received the required medical attention;
8. Any time when physical force is used to affect the arrest;
9. Class “B” offense of racing, exhibition of speed or acceleration, and reckless driving (exceed Municipal Court jurisdiction); or
10. The violator refuses to sign the Misdemeanor/Cite and Release Citation.

### **.06 CLASS A AND CLASS B MISDEMEANOR CITATIONS**

A. In addition to the above considerations, officers must verify all of the following requirements in order to issue a Class A or B misdemeanor citation. If all the following requirements are not met, the violator is not eligible for citation and the officer is not required to contact a supervisor to make a custodial arrest. The officer will document in their offense report why the violator was not eligible for a citation.

1. The offense is eligible for release by citation and it is the only Class B or above charge against the person; and
2. The violator is not a juvenile; and
3. The violator resides in Bexar County.

B. Eligible Offenses for Cite and Release (no other offenses are eligible for Cite and Release)

Code	Charge	Class
HSC 481.121 (b)(1)(2)	Possession of Marijuana 2 ounces or less	MB
	Possession of Marijuana 4 ounces or less but more than 2 ounces	MA
HSC 481.1161 (b) (1) (2)	Possession of Substance in Penalty Group 2-A 2 ounces or less	MB
	Possession of Substance in Penalty Group 2-A 4 ounces or less but more than 2 ounces	MA
PC 28.03 (b)(2)	Criminal Mischief \$100 < \$750	MB
PC 31.03 (e)(2)(A)	Theft \$100<\$750	MB
PC 31.04 (e)(2)	Theft of Service \$100<\$750	MB
PC 38.114	Contraband in a Correctional Facility	MB
TTC 521.457	Driving While License Invalid	MB

C. Any Evidence related to Cite and Release is handled in accordance with GM 606 Impounding Property.

### **.06 JUVENILE MISDEMEANOR CITATION RELEASES**

Refer to GM Procedure 602, *Juveniles*, Subsections .04C and D for guidelines for issuing Misdemeanor Citations to juveniles.





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## Procedure 506 – Traffic Law Enforcement

Office with Primary Responsibility:	TSC	Effective Date: Prior Revision Date:	March 11, 2015 July 10, 2013
Office(s) with Secondary Responsibilities:	PSC, PNC, MCC, CLD	Number of Pages:	8
Forms Referenced in Procedure:	SAPD Form #13	Related Procedures:	505, 602, 607, 609, 619, 802

### .01 INTRODUCTION

This procedure provides guidelines for the uniform traffic law enforcement of all traffic law violations with the primary goal and objective of promoting traffic safety.

### .02 POLICY

- A. It is the policy of the San Antonio Police Department that on-duty uniformed officers in marked police vehicles enforce all traffic laws when traffic law violations occurs in the officers' presence.
- B. Off-duty officers in uniform or not and on-duty officers not in uniform shall only enforce traffic law violations in accordance with Rule and Regulation 3.25, *Traffic Stops While Not In Uniform*.

### .03 UNIFORMED ENFORCEMENT ACTIONS BY OFFICERS

- A. All officers are to use discretion and good judgment in the enforcement of traffic law violations.
- B. Enforcement actions officers may use when enforcing traffic law violations include the following:
  - 1. Warnings (verbal or written);
  - 2. Citations;
  - 3. Custodial arrests; and
  - 4. Towing.
- C. The enforcement actions officers take should be commensurate with applicable traffic laws and the degree and severity of the violations should be considered when taking enforcement actions.
- D. Officers conduct warrant, insurance, and driver's license status checks on all persons stopped for traffic law violations.
- E. Officers issuing citations to traffic law violators shall afford the violators the opportunity to sign the citations. No traffic citations will be mailed to traffic law violators.
- F. Officers needing to personally file Class C misdemeanor charges with Municipal Court for traffic law violations must submit a written report to their immediate Supervisor prior to filing the charges. The written report must have an assignment number and state the reason for filing the charges and the date and time of the alleged offense.
- G. Although officers use discretion and good judgment in enforcing traffic law violations, they should enforce all traffic law violations in the below listed categories using uniform traffic law enforcement measures according to Training Academy guidelines to achieve voluntary compliance with traffic laws and regulations:
  - 1. Speed violations;
  - 2. All other hazardous violations, in addition to speeding;
  - 3. All non-hazardous violations;



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4. Multiple violations;
5. Off-road vehicle violation (on public property);
6. Equipment violations;
7. Public carrier/commercial vehicle violations;
8. Violations resulting in traffic accidents, if the violations occur in the officers' presence;
9. Pedestrian and bicycle traffic violations;
10. Class "B" offense of Racing, Exhibition of Speed or Acceleration, and Reckless Driving (exceed Municipal Court jurisdiction) and must be handled in accordance with GM Procedure 505, *Misdemeanor Citation Release*.
11. Newly enacted traffic laws and/or regulations.

### **.04 METHODS USED TO ENFORCE TRAFFIC LAWS**

- A. Methods used by officers to enforce traffic laws should not interfere with the safe flow of traffic and should be consistent with the type of violation committed.
- B. The Department authorizes three (3) methods for enforcing traffic laws.
  1. Line Method - Patrolling between two specific points on a street or expressway;
  2. Area Method - Patrolling within a geographical area; and
  3. Stationary Method - Observing from a specific location, whether visible or concealed.
- C. In normal traffic law enforcement activities, officers should remain visible as a deterrent for traffic violations.
- D. Special or selective traffic law enforcement in high accident areas may be conducted using the visible or concealed stationary method.

### **.05 STOPPING AND APPROACHING TRAFFIC VIOLATORS - HIGH RISK (FELONY) TRAFFIC STOPS**

- A. Officers attempting to conduct high risk or felony traffic stops use the following six (6) step stop and approach method.
  1. Prior to the stop, follow the vehicle at a safe distance, if possible, and notify the dispatcher of the following:
    - a. Location and direction of travel;
    - b. Description and license number of vehicle;
    - c. Number and description of occupants; and
    - d. Wait for cover officer(s) to arrive.
  2. Activate emergency lights and attempt to stop the vehicle in a location of your choice. If the vehicle does not stop, the pursuit is handled in accordance with GM Procedure 609, *Emergency Vehicle Operations*.
  3. Notify the dispatcher of the location where the stop was made and:



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- a. Position your vehicle 30 to 40 feet behind the suspect vehicle;
  - b. Take a quick glance at your surroundings for cover and concealment;
  - c. Take your weapon out of its holster and be prepared to counter a threat; and
  - d. Position yourself using the police vehicle for maximum cover.
4. Address the occupant(s) of the vehicle with the PA system or by voice:
    - a. Identify yourself as a police officer with the San Antonio Police Department; and
    - b. Tell the occupant(s) to keep his hands in sight and not to move;
  5. The first arriving cover officer should position his vehicle to the right and even with the primary vehicle, if possible. If not possible, the cover officer should position his vehicle to the left and even with the primary vehicle.
  6. After the officers have communicated responsibilities with each other, the suspect is removed from the vehicle and processed according to the violations committed:
    - a. If there are multiple occupants in the vehicle, they are removed by either the “echelon” or “one by one” method.
    - b. If at any time an occupant refuses to exit the vehicle or refuses to surrender, the situation is no longer a high risk traffic stop but is a barricaded suspect or hostage situation and handled in accordance with GM Procedure 802, *Unusual Occurrences and Critical Incidents*.
- B. In conjunction with the above steps, officers also use the tactical training received in the Police Training Academy and all of their acquired experience in conducting high risk or felony traffic stops.

### **.06 STOPPING AND APPROACHING TRAFFIC VIOLATORS - LOW RISK TRAFFIC STOPS**

- A. Officers conducting low risk or routine traffic stops use the following seven (7) step stop and approach method.
1. Be sure a violation has occurred;
  2. Determine if it is safe to pursue and stop the violator;
  3. Make the traffic stop in a safe place using the emergency lights;
  4. Give the dispatcher the location of the stop and the license plate number of the vehicle;
  5. Park a short distance behind and offset to the left of the violator’s vehicle;
  6. Exit the vehicle in a safe manner while maintaining visual contact with the violator; and
  7. Approach the violator’s vehicle on the driver’s or passenger’s side. Do not go beyond the trailing edge of the driver’s or passenger’s door.
- B. The seven (7) step stop and approach method is a guideline for low risk traffic stops. Officers should be aware that they may need to change or alter the method without notice, depending on conditions and circumstances beyond their control. When this low risk stop and approach method needs to be altered, officers use their training and experience in determining what stop and approach methods work best for the circumstances.



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### **.07 OFFICER CONDUCT WITH LOW RISK TRAFFIC VIOLATORS**

- A. Officers conducting routine traffic enforcement activities shall ensure that their conduct and appearance are reflective of a professional police image.
- B. Officers conducting routine traffic enforcement activities shall use the following seven (7) step violator contact method that is taught in the Police Training Academy.
  - 1. Greeting and Identification of the Police Agency - Officers should introduce themselves, stating they are with the San Antonio Police Department;
  - 2. Statement of Violation Committed - Officers advise the violator as to the reason(s) they were stopped;
  - 3. Identification of Driver - Officers identify violators by requesting their driver's license or one of the other listed accepted forms of identification:
    - a. State issued ID card;
    - b. United States Passport;
    - c. United States Military ID;
    - d. Foreign Passport;
    - e. Foreign Military ID; or
    - f. Consular ID.
  - 4. Statement of Action to be Taken - Officers tell the violator the exact action that is to be taken (i.e., warning, citation, or custodial arrest);
  - 5. Take The Action - Officers take the action they tell the violator;
  - 6. Explain What the Violator Must Do - Officers shall explain the following to all violators that have been issued citations:

**NOTE: Warning tickets must be routed to the SAPD Records Office and not Municipal Court.**

- a. The date the violator is to appear in Municipal Court, sets an arraignment date accordingly;
  - 1. 17 and older – count 30 business days and then use the next arraignment day assigned to each officer.
  - 2. 16 and younger – officers will write “court will notify” instead of an arraignment date.
- b. The violator may plead guilty and either mail in a fine or pay a fine in person at Municipal Court or online at [www.sanantonio.gov](http://www.sanantonio.gov);
- c. The required signature of the violator on the citation is not an admission of guilt, but a promise to appear in court; and
- d. If a vehicle is impounded for any reason listed in this procedure, officers will provide the vehicle owner/driver with SAPD Form #13, *Impounded Vehicle Release*, explaining how and where to recover their vehicle;



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## *Procedure 506 – Traffic Law Enforcement*

7. Leave - When the officer has completed the explanation as to what the violator must do, the officer should close the contact with a statement such as “good morning, good afternoon, or drive safely” and immediately return to his vehicle.
- C. The seven (7) step violator contact method is used to ensure that officers take proper enforcement actions and attempt to favorably alter the violator’s future driving habits while minimizing conflict between the officer and the violator.

### **.08 SPECIAL TRAFFIC ENFORCEMENT POLICIES AND PROCEDURES**

#### **A. Traffic Law Violators who are Nonresidents of the State of Texas**

1. All officers are to be familiar with the Texas Transportation Code - Chapter 703, *Nonresident Violator Compact of 1977*. The Nonresident Violator Compact describes the reciprocal provisions applicable to residents of states that are members of the Compact.
2. When officers stop traffic violators who are nonresidents of this state, officers will assume the violator is from a state which is a member of the Nonresident Violator Compact and process the traffic law violator accordingly.
3. The United States and Mexico are both a part of the Convention on the Regulation of Inter-American Automotive Traffic and The United Nations Conference on Road Traffic.  
Violators with a driver’s license from Mexico:
  - a. When officers stop traffic violators who are bona fide visitors from Mexico and violator is in possession of a valid unexpired license from Mexico, the officer will process the violator as if the violator were from a state which is a member of the Nonresident Violator Compact.
  - b. New residents of Texas may use their valid, unexpired Mexico Driver’s License for up to 90 days.

#### **B. Juveniles Traffic Law Violators**

1. Juvenile traffic law violators are processed in accordance with this procedure and GM Procedure 602, *Juveniles*.

#### **C. Legislators who Commit Traffic Law Violations**

1. The Texas Code of Criminal Procedure, Art. 1.21, *Privilege of Legislators*, states that senators and representatives are privileged from arrest during the session of the Legislature, and in going to and returning from a session. This privilege applies except in cases of treason, felony, or breach of the peace.
2. Officers stopping legislators while a session of the Legislature is in progress or while a legislator is traveling to or from a session will not issue citations or make a custodial arrest of a legislator for a traffic law violation.

#### **D. Foreign Diplomats/Consular Officials who Commit Traffic Law Violations**

1. Diplomatic immunity is granted to foreign officials by the United States Government under the provisions of the Vienna Convention on Diplomatic Relations.
  - a. Any person having a legitimate claim to diplomatic immunity should carry some form of diplomatic identification issued by the US State Department.
  - b. Officers having any questions regarding verification of diplomatic identification may contact the US State Department.



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2. Foreign diplomats and their family members have full diplomatic immunity and shall not be issued citations or physically arrested for traffic law violations. They may be temporarily detained to verify immunity status as referenced in GM Procedure 619, *Consulate Notification and Diplomatic Immunity*.
3. Consular officials have limited diplomatic immunity, but shall not be issued citations or physically arrested for traffic violations. They may be temporarily detained to verify immunity status.
4. Any officer stopping a foreign diplomat, a family member of a foreign diplomat, or a consular official shall immediately notify a supervisory officer if there is a question regarding their diplomatic status or immunity.
5. Officers having any contact with foreign diplomats or consular officials during traffic enforcement activities shall document the contact in a written report. The report shall be routed through the officer's chain of command to the Office of the Chief.

### E. Military Personnel who Commit Traffic Law Violations

1. Military personnel who commit traffic law violations are treated as residents of this state.
2. Officers should be aware that the driver's license requirements for military personnel are different from civilians; therefore, officers refer to the Texas Transportation Code to clarify the status of driver's licenses held by military personnel.

### F. Drivers with No Valid Driver's License

1. Drivers found to be operating motor vehicles without valid driver's licenses are arrested for the offense, except:
  - a. When the officer verifies the identity of the driver, utilizing an approved form of ID listed below, the officer may issue a traffic citation (instead of booking the individual) for violation of the Transportation Code, Chapter 521.025, *License to be Carried and Exhibited on Demand*:
    - (1) State issued ID card;
    - (2) United States Passport;
    - (3) United States Military ID;
    - (4) Foreign Passport;
    - (5) Foreign Military ID; or
    - (6) Consular ID.
  - b. If a person does not have a valid driver's license but does have evidence of financial responsibility on the vehicle:
    - (1) If there is a passenger in the vehicle with a valid driver's license, the person with the valid driver's license will be allowed to remove the vehicle;
    - (2) The driver will be allowed thirty (30) minutes (from the time the traffic stop initiated) to arrange for another driver with a valid driver's license to remove the vehicle;
    - (3) If a licensed driver is not available within the allotted thirty (30) minute time frame, the vehicle will be impounded;



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- (4) Failure to provide evidence of financial responsibility provides the officer authority to impound the vehicle. (TTC 601.051 – 601.124)
  - c. When verification of a valid driver's license is inhibited due to a computer problem and the person's identity is established, the person is issued a traffic citation; or
  - d. When a recently expired driver's license, not suspended, canceled, or revoked, is presented or found to exist for the driver, the person is issued a traffic citation.
2. Persons physically arrested for not having valid driver's licenses are returned to the City of San Antonio Detention Center.
- G. Drivers with No Valid Auto Liability Insurance
1. Officers have the authority to impound the vehicle of any person driving without state mandated minimum auto liability insurance coverage. This policy allows officers the option of impounding the vehicle if a motorist, insured or not, cannot produce the required insurance documentation before being towed.
  2. Officers will first check for evidence of financial responsibility on the vehicle, if the driver is unable to provide such proof, the officer will accept evidence of financial responsibility on the driver, which is covered in GM Procedure 607, *Impounding Vehicles*, Section .02 C 1-7.
  3. Failure to provide evidence of financial responsibility provides the officer authority to impound the vehicle. (TTC 601.051 – 601.124)
  4. Officers shall follow GM Procedure 607, *Impounding Vehicles*, Section .10A3, *Uninsured Driver*, when determining the circumstances in which to impound.
- H. Drivers with Suspended or Revoked Driver's License
1. Drivers found to be operating a motor vehicle while their Texas driver's license is suspended or revoked, with no prior convictions, are cited for the violation of the Transportation Code, Chapter 521.457, *Driving While License Invalid*.
    - a. The driver may be issued a traffic citation for Driving While License Invalid and the vehicle may be released to a licensed driver or impounded according to GM Procedure 607, *Impounding Vehicles*.
    - b. The driver will be allowed thirty (30) minutes from the time the traffic stop initiated to arrange for another driver with a valid driver's license to remove the vehicle.
    - c. If a licensed driver is not available within the allotted thirty (30) minute time frame, the vehicle will be impounded.
    - d. Prior convictions will be noted on a complete driving history or in the master name file of the driver.
  2. Drivers found to be operating a motor vehicle while their Texas driver's license is suspended or revoked from a prior conviction of Driving While License Invalid are arrested for the violation of the Transportation Code, Chapter 521.457, Subsection (f) and (f-1) *Driving While License Invalid* (Class B misdemeanor).
    - a. An offense report is prepared and submitted;
    - b. Copies of the violator's driving record, supporting the officer's probable cause are attached to the offense report and to any copies submitted to the magistrates or representatives of the District Attorney's Office; and
    - c. Traffic citations are issued or the person is booked for other traffic violations committed.





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## *Procedure 506 – Traffic Law Enforcement*

3. If the arrested person presents a current or expired Texas driver's license, the driver's license is confiscated as evidence and placed in the Property Room.

### **I. Refusal to Sign Citation**

1. Adults refusing to sign a traffic citation are booked for the violation committed and transported to the City of San Antonio Detention Center following normal booking procedures.
2. Juveniles refusing to sign a traffic citation are returned to the Juvenile Processing Office and processed in accordance with Juvenile Processing Office standard operating procedures.

### **J. Arrests for City and DPS Traffic Warrants**

1. When Texas Department of Public Safety troopers arrest persons wanted on City of San Antonio Municipal Court traffic warrants, the troopers are authorized to transport the subjects to the City of San Antonio Detention Center for processing.
2. When SAPD officers arrest persons wanted on DPS traffic warrants, the officers shall call the DPS Communications Office (531-2280), located at 6502 S. New Braunfels, to verify the traffic warrant prior to returning the subjects to the City of San Antonio Detention Center.
  - a. If the warrant is active, the DPS Communications Clerk is asked to fax or teletype the verification to the Magistrate's office at the Detention Center (335-6120).
  - b. If the DPS traffic warrant is not active or if verification can not be made within thirty (30) minutes, the subjects shall be released outright.

## **.09 REFERRAL OF DRIVERS FOR RE-EXAMINATION**

- A. All officers receive training through the Police Training Academy regarding the identification of drivers who are suspected of having physical or mental disabilities, disease, or other conditions that might prevent them from operating a motor vehicle in a safe manner.
- B. Any officer conducting traffic law enforcement or traffic crash reporting/investigating activities who comes into contact with a person they believe has a condition that prevents the person from operating a motor vehicle in a safe manner shall refer the person to the Texas Department of Public Safety for re-examination in the following manner.
  1. The officer completes a *Medical Evaluation Request* form supplied by the Texas Department of Public Safety; and
  2. Routes the completed form to the Texas Department of Public Safety at the address listed on the form.



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## Procedure 507 – DWI Arrests



Office with Primary Responsibility:	TSC	Effective Date: Prior Revision Date:	July 06, 2016 December 30, 2015
Office(s) with Secondary Responsibilities:	PSC, PNC, SSD, MCC	Number of Pages:	13
Forms Referenced in Procedure:	MS-DC Form #17 SAPD Form #24-1A SAPD Form #24-DI SAPD Form #DIC-23 SAPD Form #DIC-23A SAPD Form #DIC-24 SAPD Form #DIC-25	SAPD Form #DIC-54 SAPD Form #DIC-57 SAPD Form #52X SAPD Form #TLE-51 SAPD Form #TLE-51A SAPD Form DIC-55 SAPD Form #24-54 SAPD Form #24-FSC	Related Procedures: 601, 602, 606, 607

### .01 INTRODUCTION

- A. This procedure provides guidelines for the detection, arrest, and processing of drivers who are suspected of operating a motor vehicle while intoxicated.
- B. This procedure also provides guidelines for handling minors who are suspected of operating a motor vehicle while under the influence of alcohol.
- C. In addition, this procedure gives guidance for the implementation of the Texas Administrative License Revocation (ALR) Statute for intoxicated drivers who either refuse or fail a blood or breath test.
- D. This procedure also assigns responsibilities for the assignment of members as qualified intoxilyzer/video operators and the maintenance of supplies and equipment used in intoxicated driver testing.

### .02 POLICY

The responsibility to remove intoxicated drivers from the roadway extends to all sworn members of the Department regardless of their actual duty status or primary unit of assignment.

### .03 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Administrative License Revocation	Breath Test	Chemical Test	Drug Recognition Evaluation
Drug Recognition Expert (DRE)	Intoxicated	Juvenile	Minor
Portable Breath Test	Under the Influence		

### .04 PROBABLE CAUSE FOR DWI OR DUI

- A. Officers establish probable cause for arresting drivers for Driving While Intoxicated (DWI) or for Driving Under the Influence of Alcohol by Minor (DUI) by relying on personal knowledge and training, including:
  1. Personal observation of drivers involved in traffic accidents and or traffic violations;
  2. Reasonable suspicion based on information provided by individuals who are witnesses to traffic violations and/or traffic accidents involving the person suspected of being intoxicated or under the influence; or
  3. Personal observation of drivers stopped after the officer develops reasonable suspicion based on articulated facts of actions which do not meet the criteria of traffic violations (i.e. drifting within lane of travel, failure to maintain speed, etc.)
- B. After a traffic stop or arrival at a traffic accident scene, the officer shall:
  1. Remove the driver to a place of safety if he is suspected of being intoxicated.



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2. Conduct a field interview using questions listed on SAPD Form #24-1A, *DWI/Traffic Case Report*, to develop further probable cause.
  3. Conduct the standardized field sobriety test. Officers operating vehicles equipped with an on-board video camera will record the administering of the standardized field sobriety test. The video recording will be labeled for evidence if the suspect is arrested, in accordance with GM Proc 409, *Mobile Video Recording*.
  4. Record any observations on SAPD Form #24-FSC, *Officer's Field Sobriety Checklist*.
- C. Other sobriety tests that an officer may conduct are:
1. Reciting of the alphabet (in order from A to Z);
  2. The numerical count;
  3. Modified Romberg Balance Test; and
  4. Finger-to-Nose
- D. A field sobriety test may be impractical when it would jeopardize the safety of the officer or the suspect. If such situation arises, it should be documented in the officer's report.
- E. If after conducting the standardized field sobriety tests the officer has determined that a minor is not intoxicated, but has a detectable amount of alcohol in his system, the minor will be processed for DUI in accordance with Section .05 of this procedure.
- F. Drivers suspected of being intoxicated, and who refuse to perform field sobriety tests, are transported to the DWI Testing Room to be processed in accordance with Sections .09, .10, .11 and .12 of this procedure.
- G. Recording Suspected DWI Violators
1. When an officer makes a decision to start an investigation of a violator, the officer shall activate the mobile video recorder but **shall not** verbally articulate the initial traffic violation observed or any observations of the SFST.
  2. When stopping the violator, the officer positions the police vehicle approximately two car lengths behind the suspect's vehicle in order to create a proper arena of performance for Mobile Video Recording. If two car lengths are not possible, the officer adjusts the camera angle before leaving the police vehicle to ensure a safe and effective arena of performance.
  3. Optimum lighting should be used at night whenever possible for Mobile Video Recording and BWC:
    - a. Low beam headlights and takedown lights should be used during mobile video recording. High beam and spotlights should be used only when needed for the safety of the suspect and officer.
    - b. When Standardized Field Sobriety Tests (SFSTs) are being performed, no spotlights should be directed at the offender's vehicle, and should only be pointed at the ground. Also, wigwag headlights shall not be used, and the front strobe lights, if so equipped, shall be turned off. The rear strobes may be activated for suspect and officer safety.
  4. The officer should **not** articulate reasonable suspicion or probable cause as it develops. As needed, the officer removes the suspect from the suspect's vehicle and escorts him to the right rear of the suspect vehicle, with the suspect facing the police vehicle. The officer should stand so as to observe the suspect as well as any other occupants in the vehicle and to monitor vehicle traffic.



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5. Any intoxicants found in the suspect vehicle, as well as any evidence seized, shall be brought in view of a camera and the officer shall articulate the description of the evidence in order to record such information.

### **.05 DRIVING UNDER THE INFLUENCE OF ALCOHOL**

- A. Minors who operate a motor vehicle in a public place with any detectable amount of alcohol concentration of less than .08 in their system are in violation of the Texas Alcoholic Beverage Code, Section 106.041, Driving Under the Influence of Alcohol by Minor.
  1. Minors under this offense are individuals younger than 21 years of age and include juveniles.
  2. Individuals, 21 years of age or older, are not charged for the offense of DUI.
- B. Minors arrested for DUI or DWI will be processed under the Administrative License Revocation Statute in accordance with Section .13 of this procedure.
- C. Minors operating a motor vehicle who are not intoxicated, but where officers have probable cause to suspect that the minor has any detectable amount of alcohol in his/her system shall process the minor as follows:
  1. Arrest the minor for the offense of DUI and offer the minor a voluntary portable breath test at the scene of the arrest using a portable breath tester.
  2. If the minor agrees to a voluntary portable breath test, perform the test on the minor at the scene.
- D. DUI by Individuals - (17 years of age or older and under 21 years of age)
  1. If the portable breath test shows any alcohol concentration of less than .08 in a minor's system who is seventeen (17) years of age or older and under twenty one (21) years of age, the officer may release the minor to a responsible, sober adult, preferably a parent. Otherwise, the officer may book the minor into the Detention Center for the class C misdemeanor offense of DUI;
  2. Vehicles driven by minors who are seventeen (17) years of age or older are impounded in accordance with GM Proc. 607, *Impounding Vehicles*.
- E. DUI by Individuals – (10 years of age or older and under 17 years of age)
  1. If the juvenile's portable breath test shows any alcohol concentration of less than .08, the officer shall attempt to contact the juvenile's parent or legal guardian and allow them one (1) hour to come to the scene to take custody of the juvenile.
  2. If the parent or legal guardian of a juvenile comes to the scene to take custody of the juvenile, the juvenile is issued a misdemeanor citation for the class C misdemeanor offense of DUI and released to the parent or legal guardian.
  3. If the parent or legal guardian of a juvenile does not take custody of the juvenile within the allowed one (1) hour, the juvenile is issued a misdemeanor citation for the class C misdemeanor offense of DUI and transported to the Youth Crimes Services Office for further disposition.
  4. Vehicles driven by juveniles are released to the vehicles registered owner, or impounded in accordance with GM Proc. 607, *Impounding Vehicles*. Vehicles are not released at the scene to individuals who are arrested for DUI



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- F. Minors who refuse a standardized field sobriety test and a portable breath test are transported to the DWI Testing Room, where the officer will obtain a warrant for a blood draw. The minor is arrested for DWI pending results of blood toxicology testing.
- G. Minors who are arrested for DWI and whose Breath Alcohol Concentration level is below 0.08 are arrested for DUI when the arresting officer believes that the violator has no other impairment-causing drugs in their system that would render the subject in violation of DWI.
- H. Required Reports For DUI Arrests
  - 1. SAPD Form #24-1A *DWI/Traffic Case Report* will be completed listing the probable cause and the results of the portable breath test. The letters “DUI” are written across the top of the report in bold print.
  - 2. SAPD Form #DIC-23, *Peace Officer’s Sworn Report* is completed when a minor is issued a misdemeanor citation for DUI or is arrested and booked for DUI.
  - 3. SAPD Form #DIC-24, *Statutory Warning* is completed if a chemical test is given or offered. A copy is given to the minor.
  - 4. SAPD Form #DIC-25, *Notice of Suspension*, is completed when a minor is issued a misdemeanor citation for DUI or is arrested and booked for DUI. A copy of the form is given to the minor.
- I. All applicable reports and forms, including citations and the minor’s Texas driver’s license, are stapled together and placed in the report receptacle located at each area substation.
- J. Minors who either refuse testing or register any detectable amount of alcohol on a chemical test or portable breath test in addition to the class C misdemeanor charges, will be processed under the Administrative License Revocation Statute.

### **.06 DWI ARREST AND VEHICLE DISPOSITION**

- A. Suspected intoxicated drivers are arrested and transported to the City of San Antonio Detention Center in accordance with GM Proc. 601, *Prisoners*. When juvenile suspects are arrested, officers are responsible for making the proper notifications in accordance with Section .07 of this procedure.
- B. In conjunction with the arrest of drivers suspected of being intoxicated, officers:
  - 1. Collect and record items of evidence;
  - 2. Identify and record the names of all passengers and witnesses; and
  - 3. Record investigative questions and verbal responses made by drivers, the smell of intoxicants on drivers, and other identifying factors that may indicate to the officer that the driver is intoxicated at the time of the arrest.
- C. When available, a secondary officer should be used to impound the suspect’s vehicle in order to expedite the processing of the DWI suspect.
- D. Suspects’ vehicles are impounded in compliance with GM Proc. 607, *Impounding Vehicles*.
- E. Evidence and personal property are handled according to GM Proc. 606, *Impounding Property*.



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### **.07 JUVENILE – DWI ARRESTS**

- A. When a juvenile is taken into custody for the offense of Driving While Intoxicated (DWI), the arresting officer shall promptly give notice of his action and a statement of the reason for taking the juvenile into custody, to:
  - 1. The juvenile's parent, guardian, or custodian; and
  - 2. The Youth Processing Office.
- B. Notification of an arrest of a juvenile may be made through the Communications Unit or by the officer himself. The notification process should be conducted within one (1) hour of the arrest and will be documented in the officer's report.
- C. When a juvenile is taken into custody for the offense of Driving While Intoxicated (DWI), the juvenile will be given testing preference in the DWI Testing Room.
- D. Interaction between adults and juveniles in the Detention Center and DWI Testing Room should be kept to a minimum.
- E. An SAPD Officer guards the juvenile at all times while in the Detention Center and DWI Testing Room.
- F. Officers shall alert the intoxilyzer operator and the detention center personnel to clear the DWI Testing Room when transporting juvenile DWI suspects for testing.
- G. Juvenile DWI suspects shall be read SAPD Form DIC-#24, Statutory Warning on video, and the offering of the breath test or blood test and their response shall be recorded on the video camera prior to the chemical test. The juvenile is permitted to waive or assert his rights regarding taking the breath test, blood test, or other DWI test without the concurrence of an attorney.
- H. Upon completion of all testing procedures, the juvenile must be taken to the Youth Processing Office for processing.
- I. Injured or sick juvenile suspects arrested for DWI, DUI, Intoxication Manslaughter or Intoxication Assault are handled in accordance with GM Proc. 602, Section .10, *Injured or Sick Juvenile Suspects*, and Section .10D of this procedure when a blood draw warrant is required.

### **.08 DWI TESTING ROOM SECURITY**

- A. Suspects are thoroughly searched prior to entering the Detention Center.
- B. Suspects must be handcuffed prior to entering the Detention Center and will remain handcuffed at all times while in the Detention Center, except when in the DWI Testing Room.
- C. Officers secure their weapons in the gunlock boxes provided at the entrance to the Detention Center.
- D. DWI suspects will be searched by a detention guard when the suspects enter the Detention Center. Officers will advise detention center personnel that they have a DWI suspect so that searching priority will be given to the suspect.
- E. Personal property belonging to DWI suspects that are accepted at the Detention Center will be inventoried and kept at the booking area while the suspect is being tested.
  - 1. A Magistrate Services-Detention Center Form #17, *Registration/Property Form*, will be filled out and signed by the detention guard, the arresting officer, and the DWI suspect.



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2. In the event the DWI suspect is to be released from custody, he is returned to the booking area and all personal property listed on the Registration/Property Form is returned.
- F. Personal property belonging to DWI suspects that is not accepted at the Detention Center is processed according to GM Proc. 601, *Prisoners*.
- G. Only persons on authorized police business or persons with the expressed permission of the Chief of Police are allowed in the DWI Testing Room at the City of San Antonio Detention Center while tests are being administered.
- H. Adult suspects taken to the DWI Testing Room are seated at the interview cubicle on the side identified for suspects.
1. Violent and uncooperative prisoners will remain handcuffed while in the DWI Testing Room.
  2. All prisoners will be handcuffed prior to leaving the DWI Testing Room. DWI suspects who pass the intoxilyzer test will also be handcuffed until they have been processed out of the Detention Center.

### **.09 PRE-TESTING PROCEDURES FOR DWI**

- A. Suspects are not allowed to smoke, chew gum, eat, drink, or introduce any substance into their mouth prior to testing.
- B. A qualified intoxilyzer/video operator is assigned to the DWI Testing Room every day from 2000 hours to 0600 hours. During other times the arresting officer will request a qualified on-duty intoxilyzer/video operator through the Communications Unit. Only qualified intoxilyzer/video operators are allowed to administer the BAT.
- C. The arresting officer prepares and reads SAPD Form #DIC-24, *Police Officer DWI Statutory Warning*, to the suspect, OR
- D. The arresting officer prepares and reads SAPD Form #DIC-55, *Peace Officer Statutory Warning for Commercial Motor Vehicle Operators*, if the suspect was operating a commercial motor vehicle.
- E. The arresting officer will request the suspect to voluntarily submit to a chemical test to determine the level of alcohol concentration in their system.

### **.10 DWI CHEMICAL TESTS AND THE PORTABLE BREATH TEST**

- A. The Portable Breath Test – Voluntary
1. Portable breath testers will only be used and administered to drivers in conjunction with Standardized Field Sobriety Tests (SFST) to determine if cause of impairment is alcohol or drugs under the following conditions:
    - a. To determine any detectable amount of alcohol in the minor's system, when an officer has probable cause to believe that a minor is operating a motor vehicle while under the influence of alcohol;
    - b. To determine any detectable amount of alcohol in a driver's system while operating a commercial motor vehicle; and
    - c. When a driver is suspected of driving while intoxicated and is injured or physically disabled to the point where he is unable to perform the Standardized Field Sobriety Test (SFST).





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2. Officers operating vehicles equipped with an on-board video camera will record the administering of the portable breath test. The portable breath test results will not be recorded by the on-board video camera. If an officer is not able to record the administering of the portable breath test, (i.e., the suspect is out of the cameras range and he is not able to be relocated back into camera range) the officer will document the reason why the portable breath test was not recorded on video in the details of his report.
3. Officers will detail in their report the conditions under which a portable breath test is used.

### B. The Breath Test - Voluntary

1. Officers having a suspect who is arrested for the offense of DWI and who consents to a breath test will proceed under the direction of the intoxilyzer/video operator.
2. Depending on the outcome of the breath test, the suspect is:
  - a. Released from custody and transported to the Growdon Storage Facility located at 3625 Growdon Road to recover his vehicle, if the Blood Alcohol Concentration (BAC) level is below 0.08 and the suspect is twenty-one (21) years of age or older and not otherwise impaired (DRE). If the suspect is under twenty-one (21) years of age, the suspect is handled in accordance with Section .05 Driving Under the Influence of Alcohol.
  - b. Booked into the City Detention Center or the Bexar County Juvenile Detention Center if the BAC level is 0.08 or higher according to booking procedures; or
  - c. Evaluated by a Drug Recognition Expert (DRE) - The suspect exhibits symptoms of intoxication but the breath test does not indicate a significant level of alcohol concentration consistent with the impairment. If the suspect consents to a drug evaluation, proceed under the direction of the Drug Recognition Expert. If the suspect refuses a drug evaluation, proceed to the next step.
  - d. Videotaped - The suspect exhibits symptoms of intoxication but the breath test does not indicate a significant level of alcohol concentration consistent with the impairment and the suspect has been evaluated or refused to be evaluated by a drug recognition expert (DRE). If the suspect consents to being videotaped, proceed under the direction of the intoxilyzer/video operator in accordance with Section .11 of this procedure. If the suspect refuses to be videotaped, proceed to Section .10B2f of this procedure.
  - e. Depending on the results of the Drug Recognition Evaluation by the Drug Recognition Expert and/or the probable cause established by the videotape the suspect is either:
    - (1) Released from custody and transported to the Growdon Storage Facility to recover his vehicle if not otherwise impaired; or
    - (2) Booked into the City of San Antonio Detention Center or the Bexar County Juvenile Detention Center for the offense of DWI, according to booking procedures.
  - f. If the suspect refuses a drug recognition evaluation and/or refuses to be videotaped, the suspect is booked for the proper DWI offense.
3. Officers having a suspect under arrest for the offense of DWI who refuses to submit to a voluntary breath test will process the suspect as follows:
  - a. Officer shall apply for a warrant to collect the suspect's blood, in accordance with section .10D of this procedure;
  - b. Follow Section .11 of this procedure; and



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- c. Book the suspect for DWI.

### C. Blood Test - Voluntary

1. The voluntary blood test is offered to a suspect who is under arrest for the offense of DWI, and;
  - a. The suspect is suspected of being under the influence of drugs and/or alcohol; or
  - b. When the suspect is sick or injured and is to be transported to a medical facility for treatment; or
  - c. The suspect is too intoxicated to complete the breath test.
2. If the suspect submits to a voluntary blood test, the blood is collected at a medical hospital or medical facility by qualified medical personnel: If the suspect is unconscious, officers must still read aloud the DIC-24, *Statutory Warning*, before a blood specimen will be taken.
  - a. Officers will request that medical personnel obtain two (2) 10-ml gray-topped vials of suspect's blood. Each vial should contain eight (8) to ten (10) milliliters of suspect's blood.
  - b. After obtaining a barcode number, the blood samples and the completed Bexar County MEO Toxicology Laboratory–Analysis Request Form or DPS laboratory submission form (DPS Form LAB-12), are placed in a Blood Collection Kit and placed in the appropriate refrigerated lock box in the evidence refrigerator located at 401 S. Frio.
    - (1) A barcode label will be placed on the top of the Blood Collection Kit;
    - (2) A copy of SAPD Form #DIC-23A, *Specimen Routing Report*, the correct lab submission form, and Chain of Custody form will be placed inside the Blood Collection Kit; and
    - (3) If the officer suspects that drugs are involved in the intoxication, he makes a notation on the toxicology submission form to have a drug screen test performed on the blood sample.
3. Suspects under arrest for any offense of DWI are processed as follows;
  - a. Booked, according to booking procedures as outlined in GM Proc. 601, *Prisoners* or GM Proc. 602, *Juveniles*.
  - b. May be issued SAPD Form #52-X, *Notice to Hospitalized Suspects*, and released to the care of a hospital with the approval of a supervisor as outlined in GM Proc. 601, *Prisoners* and 602, *Juveniles* when the suspect is arrested for a misdemeanor DWI offense; or
  - c. Injured adult suspects arrested for a felony DWI offense, Intoxication Assault, or Intoxication Manslaughter will be handled in accordance with GM Proc. 601, Section .15.
  - d. Injured or sick juvenile suspects are handled in accordance with GM Proc. 602, Section .10, *Injured or Sick Juvenile Suspects* and Subsection .10D of this procedure when a mandatory blood test is required.

### D. Blood Test – Warrant

1. A blood test will be taken if a traffic accident resulted in a death or caused serious bodily injury to another and the officer has probable cause to believe that the accident occurred because a driver was operating a motor vehicle while intoxicated. If these conditions are present, the following steps are taken:
  - a. A Traffic Investigations Detail Detective is dispatched to the scene of the traffic accident;



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- b. The suspect is arrested for the offense of Intoxication Assault or Intoxication Manslaughter; and
  - c. The suspect is offered a voluntary blood test by reading SAPD Form #DIC-24, *Statutory Warning* to the suspect. If the suspect consents to a voluntary blood test, follow Section .10E of this procedure for drawing the blood.
2. If the suspect refuses a voluntary blood test, the officer shall apply for a warrant for a blood specimen to be taken. The blood will be drawn in accordance with Section .10E of this procedure.
  3. If the suspect is unconscious and incapable of refusal, officers must still read aloud the DIC-24, *Statutory Warning*, before a blood specimen will be taken under implied consent. The blood will be drawn in accordance with Subsection .10E of this procedure.
  4. When a suspect is going to be charged with Intoxication Assault or Intoxication Manslaughter, officers will have medical personnel draw the suspect's blood. Medical personnel will obtain two (2) 10-ml gray-topped vials of suspect's blood. Each vial should contain eight (8) to ten (10) milliliters of suspect's blood.
  5. After qualified medical personnel have taken the mandatory blood specimen, officers will follow Subsection .10E of this procedure in processing the blood specimen.
  6. SAPD Form #TLE-51A, *Affidavit of Person who Withdrew Blood* is prepared and submitted for all mandatory blood tests.
  7. When a blood specimen has been taken, the adult suspect is to be booked into the City of San Antonio Detention Center, by proxy if necessary, for the offense of Intoxication Assault or Intoxication Manslaughter. Hospitalized adult suspects arrested for the offense of Intoxication Assault or Intoxication Manslaughter will not be issued SAPD Form #52-X and released. Officers will guard the suspect until relieved by the Bexar County Sheriff's Department.
  8. When a blood specimen has been taken from a juvenile, the juvenile is handled in accordance with GM Proc. 602, Section .10, *Injured or Sick Juvenile Suspects*.
  9. When a blood specimen has to be taken and the suspect resists the medical personnel's efforts to conduct the blood draw the officer may utilize the Emergency Restraint Chair designed for this purpose. A restraint chair is available in the nurse's area of the Detention Center.
    - a. Officer's utilizing the Emergency Restraint Chair will follow the manufacturer's instructions for use, which are posted in the Detention Center medical area.
    - b. Officers will ensure that any restrained suspect is continually monitored by an officer while restrained.

### E. Blood Collection Kits

1. Blood Collection Kits include:
  - a. Toxicology/Blood Alcohol Kit Laboratory Submission Form (LAB-12)
  - b. Two (2) 10-ml Blood Collection Vials (gray-top vacutainers) each containing 100 mg of Sodium Fluoride and 20 mg of Potassium Oxalate
  - c. Two (2) absorbent pouches to cushion the blood collection vials and to absorb blood if breakage should occur
  - d. Two (2) plastic screw-cap tubes to hold blood collection vials in the absorbent pouches



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- e. Foam padding with two (2) spaces to hold plastic screw-cap tubes
  - f. Blood Vial Seals (tamper-evident) for each blood collection vial
  - g. Integrity Seal (tamper-evident) to reseal box
  - h. Mailing Label
  - i. Plastic Sleeve on the outside of the blood specimen mailer box to hold laboratory submission forms.
2. To assemble Blood Collection Kit, officers will:
- a. Complete the Subject Consent form and ensure that both the subject and witnesses sign the form where indicated.
  - b. Complete the information requested on the Toxicology/Blood Alcohol Kit Lab Submission Form (LAB12) and the Blood Vial Seals.
  - c. Verify the information on the Blood Vial Seals after the specimen has been collected by a qualified medical professional, remove the backing from the seals, affix the circle on the seal to the rubber stopper, and press the ends of the seal down the sides of each blood vial.
  - d. Insert each blood collection vial into an absorbent pouch and secure each pouch containing the blood vial into a plastic screw-cap tube before placing inside the foam holder in the box.
  - e. Place all paperwork - a copy of SAPD Form #DIC-23A, *Specimen Routing Report*, the correct lab submission form, and Chain of Custody form – into the Blood Collection Kit box.
  - f. Obtain a barcode evidence label with the case number and suspect's information.
  - g. Place Completed Blood Collection Kit in the refrigerated lock box located in the evidence refrigerator at 401 S. Frio St.
3. All Blood Collection Kits will be reviewed by a property room attendant to ensure forms are completely and correctly filled out. The property room attendant will assure that the box is sealed properly prior to transport for testing.

### **.11 VIDEO RECORDING IN THE DWI TESTING ROOM**

- A. COBAN video is recorded when video was not available at the scene, when conducting a DRE, or when reading the DIC-24 to juveniles.
- B. The arresting officer follows the directions of the intoxilyzer/video operator in the production of the videotape.
- C. The videotape strives to show whether or not the suspect has normal use of his mental and physical faculties. The videotape sobriety tests includes but is not limited to:
  1. Field sobriety tests listed on SAPD Form #24-FSC, *Officer's Field Sobriety Checklist*;
  2. Any alternative sobriety tests listed in Section .04C; and
  3. An Interview.
- D. No type of force will be used to compel suspects to complete the video once they have entered the video room and refused to be video recorded.



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### .12 DRUG RECOGNITION EVALUATIONS

- A. A Drug Recognition Evaluation is conducted in the event a suspect needs to be evaluated for drug usage in accordance with Section .10E of this procedure. The evaluation is video recorded and is conducted by an on-duty Drug Recognition Expert. DREs are assigned to both patrol and traffic shifts.
- B. If no on-duty DRE is available, the Communications Unit will attempt to notify a DRE that is off-duty. If the Communications Unit is unable to locate a DRE, or if the DRE is unable to respond to the DWI Testing Room within one (1) hour, the suspect will be videotaped in accordance with Section .11 of this procedure.
- C. After the sobriety tests have been conducted, and while on videotape, the suspect is read SAPD Form #DIC-24, *Statutory Warning* and asked for a blood specimen. If the suspect voluntarily agrees to give a blood specimen, the suspect is processed in accordance with Section .10, Subsection C or Subsection D according to the type of offense the suspect will be charged with.
- D. If the suspect refuses to be videotaped and/or refuses a voluntary blood test, the suspect is booked for the appropriate DWI offense.
- E. All drug recognition evaluations are conducted at the DWI Testing Room located in the City of San Antonio Detention Center. This includes evaluations for outside law enforcement agencies. All field sobriety tests, as well as breath tests, which will determine the likelihood of drug influence (i.e. The suspect exhibits symptoms of intoxication, but the breath test does not indicate a significant level of alcohol concentration consistent with the impairment) should be conducted prior to summoning a DRE to the Magistrate's Office.
  - 1. An SAPD case number will be assigned to any drug recognition evaluation for outside agencies.
- F. If a suspect is evaluated for the use of drugs by a Drug Recognition Expert (DRE), the DRE will be responsible for using the 12-Step Drug Recognition Evaluation process outlined on SAPD Form #24-DI, *Texas DRE Evaluation Form*.
  - 1. All Drug Recognition Expert evaluations will be placed on SAPD Form 24-DI, *Texas DRE Evaluation Form*. The Drug Recognition Expert will properly evaluate the suspect and complete SAPD Form #24-DI, *Texas DRE Evaluation Form*, including medical rule outs.
  - 2. All Drug Recognition Evaluations will be conducted on video. The video recording will begin at the Psychophysical Test, Step 5 on SAPD Form #24-DI, *Texas DRE Evaluation Form*.
  - 3. The Drug Recognition Expert may ask for a urine or blood specimen to confirm his opinion on the Drug Recognition Evaluation form.
    - a. If the suspect voluntarily gives a urine specimen, the Drug Recognition Expert will be responsible for collection of the specimen and will fill out the request forms for chemical testing at the Medical Examiner's office. The Drug Recognition Expert will also be responsible for ensuring the delivery of the urine sample to the Medical Examiner's office.
    - b. If the Drug Recognition Expert is going to request a voluntary blood test from the suspect, the DRE will read SAPD Form #DIC-24, *DWI Statutory Warning* to the suspect while being video recorded requesting the blood test.
    - c. If the suspect agrees to provide a voluntary blood specimen, the Drug Recognition Expert will ensure the proper lab submission forms are filled out and submitted with the Blood Collection Kit and give them to the arresting officer.



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- d. The arresting officer will be responsible for ensuring the blood specimen is obtained and placed into the refrigerated lock box in the evidence refrigerator at 401 S. Frio St. prior to returning to service.
4. If prescription medication or drugs are found on the suspect, the arresting officer will be responsible for collecting and reporting them to the Drug Recognition Expert. The DRE will be responsible for identifying the type of medication/drug through the use of the Physician Desk Reference book, and/or Poison Control. The arresting officer will place the medications or drugs determined to be evidence in the property room in accordance with departmental procedures.
5. Depending on the results of the Drug Recognition Evaluation by the Drug Recognition Expert and/or the probable cause established by the video, the suspect is either:
  - a. Released from custody and transported to the Growdon Storage Facility to recover their vehicle if not otherwise impaired; or
  - b. Booked into the City of San Antonio Detention Center or the Bexar County Juvenile Detention Center according to departmental procedures.
- G. If a Drug Recognition Evaluation is conducted on a suspect, the arresting officer will ensure that the original SAPD Form #24-DI, *Texas DRE Evaluation Form*, and the Drug Recognition Expert's narrative will be placed with the original DWI report prior to placing it in the report receptacle located at each substation.
- H. The Drug Recognition Expert will place a copy of SAPD Form #24-DI, *Texas DRE Evaluation Form* in the report receptacle labeled "DRE Coordinator," located in the DWI Testing Room.

### **.13 ADMINISTRATIVE LICENSE REVOCATION (ALR)**

- A. Subjects who either refuse or fail a breath test or blood test, or register a 0.04 or higher alcohol concentration on the breath test if operating a commercial motor vehicle, or minors charged with the offense of DUI, in addition to the criminal process outlined in Section .10, will be processed under the Administrative License Revocation Statute.
- B. The Administrative License Revocation process consists of the following steps:
  1. Subjects who refuse or fail a breath test or blood test:
    - a. The officer will complete SAPD Form #DIC-25, *Notice of Suspension*; and
    - b. The subject will be given copies of SAPD Forms #DIC-24, *DWI Statutory Warning*, and #DIC-25, *Notice of Suspension*.
  2. Subjects operating commercial motor vehicles who either refuse, fail a breath test or blood test, or register a 0.04 or higher alcohol concentration, regardless of the type of driver's license held:
    - a. The officer will complete SAPD Form #DIC-54, *Peace Officer Sworn Report for Commercial Motor Vehicle Operator*, in addition to SAPD Form #DIC-24, *DWI Statutory Warning*;
    - b. The officer will also complete SAPD Forms #DIC-57, *Notice Of Disqualification*, and #MCS-10, *24 Hour Out-Of-Service Order*; and
    - c. The subject will be given copies of SAPD Forms #DIC-55, *Peace Officer Statutory Warning For Commercial Motor Vehicle Operators*, #DIC-57, *Notice Of Disqualification*, and #MCS-10, *24 Hour Out-Of-Service Order*.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 507 – DWI Arrests*



3. Officers will confiscate the Texas driver's license from those persons arrested for violations of Penal Codes 49.04, *Driving While Intoxicated*, 49.07, *Intoxication Assault*, and 49.08, *Intoxication Manslaughter* who fail a breath test or refuse to provide a breath or blood specimen. Officers will also confiscate the Texas driver's license from minors arrested for violations of the Alcoholic Beverage Code 106.041 (DUI).
  - a. Officers will complete SAPD Form #DIC-25, *Notice of Suspension* and provide a copy to the arrested person as a notice of suspension and a temporary-driving permit.
  - b. Officers will attach the confiscated driver's license to the original report, which will be placed into the report receptacle at the substation prior to the end of the shift.—
4. **Out of State driver licenses are NOT confiscated.**

### **.14 ROUTING OF DWI REPORT FORMS**

- A. The officer will place their original DWI report (with confiscated driver's license attached) in the locked report receptacle at their substation prior to the end of their shift.
- B. Copies of all applicable DWI related reports are routed to the Traffic Investigations Detail via PDTID email or bin mail when suspects are not booked and charges need to be filed against them by an investigator.

### **.15 RESPONSIBILITIES**

- A. The Special Enforcement Section Commander is responsible for ensuring an adequate number of officers are certified as intoxilyzer/video operators to ensure twenty-four (24) hour coverage.
- B. The Records Unit supervisor is responsible for the collection of DWI/DUI reports from the report receptacles at the area substations for routing to the Traffic Investigations Detail.
- C. The Traffic Operations Section (TTE) maintains responsibility for:
  1. The operational readiness of the breath testing instruments and video equipment; and
  2. Monitoring the activity in the D.W.I Testing Room.
- D. The intoxilyzer/video operator is responsible for:
  1. Administering and recording the chemical breath test; and
  2. The proper recording and production of the Coban video.
- E. All Service Area and Traffic Shift directors are responsible for:
  1. Maintaining an adequate supply of portable breath testers;
  2. Documenting the issuance of portable breath testers; and
  3. Coordinating the maintenance of the portable breath testers with the Traffic Section Office.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## Procedure 508 – Field Contacts



Office with Primary Responsibility:	CTA	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Number of Pages:	3
Forms Referenced in Procedure:	SAPD Form #2-3	Related Procedures:	None

### .01 INTRODUCTION

- A. This procedure is designed to assist officers in determining how and when it is appropriate to stop persons for interviews and interrogations, and when it is appropriate to conduct a frisk.
- B. Officers are reminded they must exercise discretion in the use of their authority to field contact, stop, interview, interrogate, and frisk a person.

### .02 TERMINOLOGY (For specific use within this procedure, see Glossary)

Access Area	Armed	Field Contact	Contraband	Frisk	Interrogation
Interview	Outer Clothing	Reasonable Suspicion	Search	Stop	Stop and Frisk
Suspect					

### .03 FIELD CONTACTS

- A. An officer, in a place he has a lawful right to be, may field contact any person and interview him under circumstances where the officer feels the interview is necessary. However, the officer may not arbitrarily stop any person he sees on the streets.
- B. An officer identifies himself as an officer when initiating a field contact, unless his identity is obvious.
- C. Persons who are field contacted and who are not suspects may not be detained against their will for the purpose of an interrogation. They may be requested to identify themselves, however they are not compelled to do so.
- D. Persons field contacted are permitted to go on their way if they choose to do so.
- E. If, during a field contact, an officer develops reasonable suspicion to believe the person is involved in criminal activity, the person may be considered a suspect and detained.

### .04 STOPS FOR INTERROGATION

- A. An officer may stop a suspect for the purpose of conducting an interrogation.
- B. A suspect may be temporarily detained for the purpose of conducting an investigation and is not free to leave. The person may be restrained from leaving, if necessary. An officer may use the amount of force necessary, except deadly force, unless deadly force is offered, to detain and overcome resistance of a suspect who is detained against his will.
- C. In identifying a person as a suspect, the officer must be able to point to specific suspicious conduct or circumstances to justify the detention. Examples of these elements which would assist an officer in justifying a stop and detention are:
  - 1. The person is making evasive or furtive movements;
  - 2. The person fits a wanted notice;
  - 3. The person is near the scene of a recently committed/reported crime;



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 508 – Field Contacts*



4. The person's demeanor or presence is unusual for the time or the place; and/or
  5. The officer has received information the person is involved in criminal activity.
- D. In evaluating the person's conduct or appearance, an officer can rely on his training and experience to determine whether or not the person is a suspect.
- E. An officer can base his suspicion that a person is a suspect on information received from a citizen informant, including an anonymous informant.
- F. An officer must be able to explain the reason why a person was detained and interrogated. He does not need to point to any one thing which alone would justify his action but should refer to several things, each of which when taken alone may seem harmless, but when considered together by an officer who is trained or experienced in detecting criminal activity, raises a reasonable suspicion of a person's involvement in criminal activity.
- G. A suspect lawfully stopped for an interrogation may be detained for the length of time necessary to:
1. Verify his identification;
  2. Account for his conduct;
  3. Account for his presence; and
  4. Ascertain whether a crime has been committed.
- H. A suspect who is detained against his will is informed by the officer he is not under arrest, but is being temporarily detained to determine if he is involved in any criminal activity.
- I. A suspect who is not under arrest and who is detained against his will is released:
1. As soon as he provides a satisfactory explanation of his presence and his actions; or
  2. After thirty (30) minutes, if the officer has been unable to develop probable cause for an arrest.

#### **.05 FRISKS**

- A. An officer may frisk a person whom he has stopped or field contacted at any time during the encounter if he has reasonable suspicion to fear for his safety. The frisk must be justified independent of the field contact or stop.
- B. The only purpose of a frisk is to find weapons which might put the officer or other bystanders in danger.
- C. Officers consider the following factors in developing reasonable suspicion for a frisk:
1. The person makes furtive or evasive moves;
  2. A companion is found to be armed;
  3. The person is a suspect in an offense which involved the use of a weapon;
  4. There are bulges in the person's clothing or efforts by the person to conceal an object;
  5. Knowledge by the officer the person has been reported to customarily or occasionally carry weapons;
  6. The person's clothing is peculiar (i.e., wearing a coat during the summer); or



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## *Procedure 508 – Field Contacts*



7. Upon receiving information from an informant the person is armed.

- D. A police officer must be able to explain why a person was frisked. The officer need not point to any one thing which would justify the frisk, but should refer to several things, each of which, when taken alone may seem harmless, but when considered together by an officer who is trained or experienced in dealing with criminal suspects, raises a reasonable suspicion the person poses a threat to the officer's safety.

### **.06 SCOPE OF FRISKS**

- A. A frisk is limited to the search of a person's access areas.
- B. In situations where the person is a female, a female officer should conduct the frisk of the person. In cases where a male officer has reasonable suspicion to believe a weapon is secreted in a particular place on a female and a female officer is not present, the male officer may reach directly into that area to seize the weapon.
- C. An officer may frisk a person's vehicle if the person is in the vehicle or near enough to the vehicle to reach in it at the time of the stop or field contact and the officer has reasonable suspicion to believe the vehicle contains a weapon.

### **.07 RESULTS OF FRISKS**

- A. When an officer, during the course of a frisk, feels an object or item he reasonably suspects is a weapon, the officer removes the object or item for closer examination. An officer may reach into or under clothing to seize the suspected weapon.
- B. If the object or item removed is a weapon, and the person is not exempt from the Texas Penal Code provisions prohibiting the carrying or possession of the weapon, the officer arrests the person. The weapon is listed as evidence and a search of the person is conducted incidental to the arrest.
- C. If the object or item removed reasonably appears to be or contains contraband or evidence, the officer arrests the person. The item or object is listed as evidence and the officer conducts a search of the person incidental to the arrest.
- D. An officer, while conducting a frisk for weapons, who feels an item immediately recognized to be contraband or evidence, may seize that item. For the Plain Feel Doctrine to apply, officers are not allowed to manipulate the item for identification as contraband or evidence.

### **.08 REPORTS**

- A. An officer documents all field contacts using SAPD Form #2-3 in the following situations:
1. When the officer stops and interrogates a suspect who was not arrested and the details of the stop and interrogation are not included in an offense or incident report; or
  2. When the officer conducts a frisk of a person who was not arrested and the details of the frisk are not included in an offense or incident report.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 509 – Legal Asset Seizure*

Office with Primary Responsibility:	CAS	Effective Date: Prior Revision Date:	September 19, 2018 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, TSD, FCD, IDC	Number of Pages:	5
Forms Referenced in Procedure:	SAPD Form #110-VH, #113-VRA	Related Procedures:	606, 607

### **.01 INTRODUCTION**

The purpose of this procedure is to establish guidelines for the seizure of property according to law. This procedure guides officers through the steps necessary for the legal seizure of property, from the criteria for seizures to the act of seizing property, custody of seized property, and the disposition of seized property.

### **.02 LEGAL AUTHORITY**

A. The authority for the legal seizure of assets is contained in the following:

1. Texas Code of Criminal Procedure:
  - a. Chapter 18, Section 18;
  - b. Chapter 18, Section 19;
  - c. Chapter 47; and Chapter 49;
  - d. Chapter 59;
2. Texas Motor Vehicle Laws, Article 6687-1, Section 49; and
3. Various titles of the United States Code.

B. Any peace officer is authorized to enforce the provisions of the Legal Asset Seizure Laws.

### **.03 SEIZURE AND CLASSIFICATION OF PROPERTY INVESTIGATED BY THE LEGAL ASSET SEIZURE DETAIL SEIZED UNDER THE AUTHORITY OF THE CODE OF CRIMINAL PROCEDURE CHAPTER 59**

A. For purposes of this procedure, property is classified as:

1. Real property;
2. Tangible or intangible personal property, including anything severed from land; or
3. A document, including money that represents or embodies anything of value.

B. Property is seized where:

1. The property is real property, and any improvements, which is used or intended to be used to commit or facilitate the commission of an offense designated by Chapter 59 of the Texas Code of Criminal Procedure;
2. The property is a vehicle, boat, or plane used to facilitate the commission of applicable offenses;
3. The property consists of books, financial records, bank statements, payment records, instructions, and research materials used in violation of any of the applicable offenses; or



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## *Procedure 509 – Legal Asset Seizure*

4. The property is personal property, weapons, documents, or money which the officer has determined to be the proceeds of a sale, transaction or trade, property or criminal instrument which is used in any way to commit any of the following applicable offenses listed in Subsection .03 C of this procedure.
- C. Chapter 59 of the Texas Code of Criminal Procedure authorizes the state to seize, based on probable cause, property that is, among other things:
1. Used in the commission of:
    - a. Any first or second degree felony under the Texas Penal Code;
    - b. Any felony under Texas Penal Code Section 15.031(b), 20.05, 20.06, 21.11, 38.04 (Evading Arrest), or Chapter 43.25 or 43.26, 20A Chapter 29 (Robbery), 30 (Burglary/Criminal Trespass), 31 (Theft), 32 (Fraud), 33 (Computer Crimes), 33A (Telecommunications Crimes), or 35 (Insurance Fraud), 37, penal code, that involves the state Medicaid program of the Texas Penal Code; or
    - c. Any felony under The Securities Act (Article 581-1 et seq., Vernon's Texas Civil Statutes).
    - d. An offense under Chapter 49 (DWI), Penal Code, that is punishable as a felony of the third degree or state jail felony, if the defendant has been previously convicted three times of an offense under that chapter.
  2. Used or intended to be used in the commission of:
    - a. Any felony under Chapter 481, Health and Safety Code (Texas Controlled Substances Act);
    - b. Any felony under Chapter 483, Health and Safety Code;
    - c. A felony under Chapter 151, Finance Code;
    - d. Any felony under Chapter 34, Penal Code (Money Laundering);
    - e. A Class A misdemeanor under Subchapter B, Chapter 365, Health and Safety Code (Littering), if the defendant has been previously convicted twice of an offense under that subchapter; or
    - f. A Class B misdemeanor under Chapter 522 Business & Commerce Code; a Class A misdemeanor under Section 306.051 Business & Commerce Code; any offense under Section 326.002, Business & Commerce Code; any offense under Section 42.10, 46.06 (a) (1), 46.14, Chapter 71 Penal Code.
  3. The proceeds gained from the commission of a felony listed in Subsection .03 C 1 and 2 of this Procedure or a crime of violence; or
  4. Acquired with proceeds gained from the commission of a felony listed in Subsection .03 C 1 and 2 of this Procedure or a crime of violence.

### **.04 CRITERIA FOR LEGAL ASSET SEIZURE**

- A. Officers observing or detecting the presence of items specified in Section .03 of this procedure seize the property according to law. Seizures of personal property occur in any place that the officer has a right to be.
- B. Seizure of any property subject to forfeiture may occur under the authority of a search warrant issued pursuant to Chapter 18.02 (12) of the Texas Code of Criminal Procedure.
- C. Seizure of any property subject to forfeiture may be made without a warrant if:



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## *Procedure 509 – Legal Asset Seizure*

1. The owner, operator, or agent in charge of the property knowingly consents
  2. The seizure is incident to a search to which the owner, operator, or agent in charge of the property knowingly consents;
  3. The property subject to seizure has been subject of a prior judgment in favor of the state in a forfeiture proceeding under chapter 59 of the CCP
  4. The seizure is incident to a lawful arrest, lawful search, or lawful search incident to arrest.
- D. Officers request supervisory assistance in all cases of legal asset seizure.
- E. The Legal Asset Seizure Detail is notified through the Communication unit before officers leave the scene in all potential seizure cases with the exception of vehicles being impounded as criminal instruments, and cash money which is placed in the Property Room as designated by GM Procedure 606, *Impounding Property*.

### **.05 ACT OF LEGAL ASSET SEIZURE**

- A. Officers document probable cause for determining the status of property before the actual seizure of property.
- B. Officers issue receipts to the person(s) previously in control of the property for any property seized under this procedure.
- C. Seized property is protected and safeguarded by the seizing officer while under the officer's control.
- D. Seized property, to include vehicles, is impounded as evidence, and transported to a facility for storage as designated by GM Procedures 606, *Impounding Property* or 607, *Impounding Vehicles*.
1. Officers place a hold on the towing service record (invoice) for Legal Asset Seizure Detail in the case of vehicle seizures.
  2. After evaluation of a case involving a vehicle, the Legal Asset Seizure Detail:
    - a. Prepares SAPD Form #110 - VH, *Vehicle Detainer For Physical Evidence*, for long-term impoundment pending litigation and coordinates with Vehicle Storage Unit personnel for the transfer of the vehicle from their control area to a separate designated area for this purpose: or
    - b. Releases the hold on the vehicle. SAPD Form #113 – VRA, *Vehicle Release Authorization*
  3. After evaluation of a case involving property other than vehicles, the Legal Asset Seizure Detail:
    - a. Transfers the property seized to a designated storage facility assigned to the Detail;
    - b. Weapons are stored in the Property Room with a hold placed for the proper follow up unit; or
    - c. Removes the hold for seizure from the property.
- E. Officers direct copies of all reports pertaining to an asset seizure made under Chapter 59 of the Code of Criminal Procedure to the Legal Asset Seizure Detail in order that immediate steps may be taken to secure the property from being reclaimed by the owner.
- F. Officers attempt to determine ownership of property at the time of seizure and include this information in reports submitted.



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## *Procedure 509 – Legal Asset Seizure*

- G. The ignition and trunk keys to seized vehicles are also seized and placed into the Property Room as evidence. All personal property must be removed from vehicles by the seizing officer as designated by GM Procedure 607, *Impounding Vehicles*.

### **.06 CUSTODY OF SEIZED PROPERTY**

- A. The Legal Asset Seizure Detail Supervisor maintains possession of all seized money and other personal property while subject to the courts' jurisdiction.
1. Seized personal property, including money, is placed in the Property Room as evidence with a hold for the Legal Asset Seizure Detail; and
  2. Seized personal property, including money, remains in the San Antonio Police Department Property Room until it is released to the Legal Asset Seizure Detail pending litigation or is released by the Legal Asset Seizure Detail.
  3. Property seized and released to the Legal Asset Seizure Detail pending litigation is stored and maintained in a designated and secured storage area for that purpose (except money).
  4. Seized money, pending litigation and release to the Legal Asset Seizure Detail, is deposited into an interest-bearing account designated for that purpose by the Bexar County District Attorney's Office.
- B. A separate designated storage area for seized vehicles is utilized until disposition is determined by the court. Vehicles are maintained as evidence apart from other impounded vehicles, and not released without the authorization of the Legal Asset Seizure Detail; and
1. Court orders commanding the release or other disposition of seized motor vehicles are first routed through the Legal Asset Seizure Detail.
  2. The Legal Asset Seizure Detail notifies Vehicle Storage Unit personnel of any legitimate court orders or case status change involving the release of vehicles in order that these particular vehicles are returned to the control of the Vehicle Storage Unit personnel for release purposes.
- C. Real property seized through the efforts of members of the Police Department remains in the custody of the Legal Asset Seizure Detail while subject to the courts' jurisdiction.
- D. Members of the Legal Asset Seizure Detail prepare the necessary seizure affidavits in order to secure judgment and forfeiture of seized property under Chapter 59 of the Texas Code of Criminal Procedure.
- E. Officers ensure that the completed and signed affidavit is notarized and returned to the Legal Asset Seizure Detail without delay.

### **.07 DISPOSITION OF FORFEITED PROPERTY**

- A. A judicial ruling on the disposition of seized assets determines whether or not an actual forfeiture of the property takes place.
- B. Should the title to personal or real property be granted to the Department as the result of adjudication, the Legal Asset Seizure Detail is given notification in order that the disposition of property is properly coordinated.
- C. The Legal Asset Seizure Detail prepares enabling documentation to allow the City of San Antonio to obtain titles to vehicles distributed under this procedure.
- D. The Chief of Police determines whether property awarded under this procedure is:
1. Sold at public auction;
  2. Converted for use by the Department for a law enforcement purpose; or





# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 509 – Legal Asset Seizure***

3. Destroyed.
- E. In the case of property disposed of at public auction, the property is sold in a manner consistent with existing administrative policies of the Finance Department and the Purchasing and General Services Department of the City of San Antonio.
- F. The law enforcement use of property awarded under this procedure is designated by the Chief of Police.
- G. Property previously seized and forfeited to the City of San Antonio, which is no longer serviceable and considered surplus by the Department, is disposed of according to administrative policy of the Finance Department and the Purchasing and General Services Department of the City of San Antonio and within the guidelines for disposition of forfeited property as outlined in Chapter 59 of the Texas Code of Criminal Procedure.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 510 – Carrying Of Handguns

Office with Primary Responsibility:	CTA	Effective Date: Prior Revision Date:	July 06, 2016 December 30, 2015
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, SSD, MCC	Number of Pages:	5
Forms Referenced in Procedure:	DPS Affidavit For Revocation of Handgun License	Related Procedures:	None

### .01 INTRODUCTION

This procedure establishes guidelines for actions officers should take when coming into contact with citizens who are licensed by the State of Texas to carry handguns under Government Code, Chapter 411, Subchapter H, *License to Carry a Handgun*.

### .02 POLICY

The State of Texas, through passage of Senate Bill 60 by the 74th Texas Legislature and as amended via Senate Bill 321 by the 82<sup>nd</sup> Legislature, and House Bill 3142 and Senate Bill 299 by the 83<sup>rd</sup> Texas Legislature, has granted qualified citizens the eligibility to carry concealed handguns. Further legislation passed by the 84<sup>th</sup> Texas Legislature, under House Bill 910, granted qualified citizens the eligibility to carry non-concealed handguns.

Therefore, it is the policy of this Department to acknowledge qualified citizens' eligibility to carry handguns through training and education of officers on the applicable laws and also to safeguard all citizens through enforcement for violations of those laws.

### .03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Concealed Handgun License (CHL)      Handgun      License Holder      Premises      Handgun License (HL)

### .04 LICENSE REQUIRED TO CARRY HANDGUN

- A. Before a citizen of this state may legally carry a handgun, a handgun license (HL) must be obtained through the Texas Department of Public Safety, except as provide below:
  1. The individual is on his/her own premises or premises under their control; or
    - a. Note: For purposes of this section, "premises" includes real property and a recreational vehicle that is being used as living quarters, regardless of whether that use is temporary or permanent.
    - b. Note: For the purposes of this section, "recreational vehicle" means a motor vehicle primarily designed as temporary living quarters or a vehicle that contains temporary living quarters and is designed to be towed by a motor vehicle. The term includes a travel trailer, camping trailer, truck camper, motor home, and horse trailer with living quarters.
  2. The individual is inside of or directly en route to a motor vehicle that is owned by the individual or under the individual's control.
  3. An individual commits an offense if the individual intentionally, knowingly, or recklessly carries on or about his or her person a handgun in a motor vehicle that is owned by the individual or under the individual's control at any time in which:
    - a. The handgun is in plain view, unless carried in a belt holster or shoulder holster; or
    - b. The individual is:



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## *Procedure 510 – Carrying Of Handguns*

- (1) engaged in criminal activity, other than a Class C misdemeanor that is a violation of a law or ordinance regulating traffic;
  - (2) prohibited by law from possessing a firearm; or
  - (3) a member of a criminal street gang, as defined by Section 71.01 of the Texas Penal Code.
- B. A handgun license issued from another state does not authorize a person to carry a handgun in this state, unless a reciprocal agreement exists between that state and the State of Texas. Officers that come in contact with out of state handgun license holders will contact the Texas Department of Public Safety to verify that a reciprocal agreement exists.
- C. On the effective date of this procedure, the State of Texas has a reciprocal agreement with Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Mississippi, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Virginia, Washington, West Virginia and Wyoming. License holders from these states will be required to follow Texas law while carrying in this state.
- D. The handgun license must be carried by the license holder when he is in possession of a handgun. There is no distinction or limiting category among the types of handguns a HL allows the license holder to carry.
- E. Citizens currently in possession of valid CHLs are not required to obtain a separate handgun license.

### **.05 REQUIREMENT TO DISPLAY HL**

- A. If a license holder is carrying a handgun on or about the license holder's person when an officer **demand**s that the license holder display identification, **(person is under lawful arrest, detention, or a witness to a crime)** the license holder shall display both the license holder's driver's license or identification certificate issued by the department and the license holder's handgun license.
- B. Officers **shall not demand** that a person show a handgun license simply based on the fact that they are carrying a handgun.
- C. Officers cannot compel a person to identify themselves unless the person is under lawful arrest, detention, or witness to a crime. However, nothing in the law prevents an officer from inquiring about a person being a HL holder.
- D. Failure to display one's handgun license does not constitute any offense (Texas statutes list NO offense).
- E. Officers may access the Texas Criminal Information Center (TCIC) to identify HL holders.

### **.06 CARRYING OF A HANDGUN**

- A. Any citizen open carrying a handgun must have the weapon secured in either a belt holster or shoulder holster.
- B. Off-duty officers choosing to open carry must do so in accordance with *GM Proc. 309 Weapons*.

### **.07 LOCATIONS WHERE STATE LAW PROHIBITS THE CARRYING OF HANDGUNS**

- A. Penal Code Chapter 46, *Weapons*, prohibits a person from carrying prohibited weapons, including a handgun, onto any of the following locations:
1. Schools or school buses;



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## *Procedure 510 – Carrying Of Handguns*

2. Polling places;
  3. Government courts or court offices;
  4. Racetrack premises; and
  5. Secured airport areas.
- B. In addition to the above restriction, handgun license holders are prohibited from carrying a handgun, concealed or not, into any of the following locations or under any of the following conditions:
1. Prohibited Locations:
    - a. On the premises of business licensed for the sale of alcohol, if the business derives fifty-one percent (51%) or more of its revenue from the sale of alcohol for on-premise consumption;
    - b. On premises where a high school, collegiate, or professional sporting or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event;
    - c. On the premises of a correctional facility;
  2. Handguns are prohibited on the following premises, provided the location has posted proper signage (PC §30.06 and §30.07):
    - a. On the premises of a hospital or nursing home licensed under the Health and Safety Code, unless the license holder has written authorization from the hospital or nursing home management;
    - b. In an amusement park;
    - c. On the premises of a church, synagogue, or other established place of religious worship; or
    - d. At any meeting of a governmental entity, subject to the Texas Open Meetings Act.
  3. Prohibited Conditions:
    - a. If the license holder is intoxicated.
- C. Institutions of higher learning, public or private, may not prohibit persons visiting or attending the institution from storing a legal handgun or ammunition in their locked vehicle while parked on campus.
- D. Government facilities may prohibit persons carrying a handgun from entering the non-public/private areas of the facility.

### ***.08 EMPLOYER'S RIGHT TO NOT ALLOW THE CARRYING OF A HANDGUN ON PUBLIC OR PRIVATE PREMISES***

- A. Employers, public or private, may not prohibit an employee from storing a legal handgun or ammunition in their locked vehicle in their parking lot.
- B. If an employer elects not to allow the license holder to carry a handgun onto his premises, he should:
  1. Post signs stating that the carrying of a handgun is not allowed, in accordance with PC §30.06 and §30.07; or
  2. Notify the license holder orally or in writing not to carry a handgun onto his premises.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 510 – Carrying Of Handguns*



### **.09 ENFORCEMENT ACTIONS BY OFFICERS**

- A. Handgun license holders who are carrying handguns in places or under conditions prohibited by Penal Code statutes, as listed in Subsection .07, shall be arrested in accordance with the applicable subsections of Chapter 46, *Weapons*, of the Penal Code.
- B. Handgun license holders who are carrying handguns on public or private premises where an employer has asked the license holders to leave, as listed in Subsection .08B, shall be advised:
  - 1. They are in violation of the Trespass statutes (PC 30.05, PC 30.06, or PC 30.07), and they must leave the premises; and
  - 2. They are subject to arrest for Trespass statutes (PC 30.05, PC 30.06, or PC 30.07) if the license holders refuse to leave the premises.
- C. A person in possession of an expired handgun license who is carrying a handgun should be arrested in accordance with Section 46.02, *Unlawful Carrying of Weapons*, of the Penal Code.

### **.10 OFFICER'S AUTHORITY TO SEIZE HANDGUN AND LICENSE OR TO DISARM LICENSE HOLDER**

- A. An officer arresting a license holder for a criminal violation in which the handgun was used or is evidence shall seize the handgun and handgun license and place them in the Property Room as evidence.
- B. An officer arresting a license holder for a criminal violation in which the handgun is not evidence shall place the handgun and license in the Property Room as personal property.
- C. An officer stopping or detaining a handgun license holder may disarm the license holder:
  - 1. If the officer reasonably believes it is necessary to disarm the license holder for the protection of the officer, license holder, or other persons; and
  - 2. The reasonable belief shall be listed in the officer's written report; and
  - 3. The handgun is returned to the license holder once the officer determines the license holder is not a threat and is not being arrested for a criminal violation.
- D. If an officer feels it is unsafe to return a weapon to a license holder who is not arrested, the officer shall:
  - 1. Contact a supervisor and request they respond to the scene;
  - 2. Issue a property receipt for the weapon, if applicable;
  - 3. Place the weapon in the property room under personal property, if applicable; and
  - 4. Articulate in a report the circumstances that led the officer to believe that it was unsafe to return the weapon.

### **.11 REPORT RESPONSIBILITY**

- A. An officer responding to any incident involving the carrying of a handgun by a license holder shall document the incident in an offense or incident report. The report shall contain, as a minimum, the following information:
  - 1. Any violation committed by the license holder;
  - 2. Actions taken by the officer;



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## *Procedure 510 – Carrying Of Handguns*

3. The name of the license holder;
  4. The handgun license number; and
  5. The model and serial number of the license holder's handgun.
- B. In order for the Texas Department of Public Safety to suspend the handgun license of a license holder in violation of any section of Chapter 46, *Weapons*, of the Penal Code, an officer shall also complete an approved *DPS Affidavit for Revocation of Handgun License*.
- C. Officers shall forward copies of all reports involving incidents related to the carrying of handguns by license holders and the original *DPS Affidavit for Revocation of Handgun License* to the Texas Department of Public Safety.
1. Officers are reminded that the *DPS Affidavit for Revocation of Handgun License* can be found in the forms library.
  2. The *DPS Affidavit for Revocation of Handgun License* stipulates that the affidavit, along with all attachments, must be sent to the Texas Department of Public Safety **within** 5 days after the affidavit is prepared.



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## *Procedure 511 – Debriefing of Arrested Persons*

Office with Primary Responsibility:	IDC	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form #3-A	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes guidelines for processing information gathered from the debriefings of arrested persons.

### **.02 POLICY**

- A. Officers making arrests for any offense, except the issuance of traffic citations, shall debrief the arrested person. This includes persons arrested on outstanding warrants.
- B. Debriefings shall be completed during the time between the arrest and the magistration of the prisoners.
- C. Officers will not promise arrested persons anything for providing information during a debriefing.

### **.03 DISCUSSION**

- A. The purpose of a debriefing is to gather as much information as possible about criminal activity and use the information in criminal investigations.
- B. Arrested persons are debriefed because they are likely to know about other persons engaged in criminal activities and are more willing to offer information after their arrest.

### **.04 DEBRIEFING FORM**

- A. SAPD Form #3-A, *Debriefing of Prisoners*, is used to record all information gathered during a debriefing.
- B. The officer with report responsibility shall ensure that a debriefing form is completed on each arrested person.
- C. When an arrested person provides information that the officer believes should be acted upon immediately, the officer proceeds in accordance with Section .08 of this procedure.

### **.05 ROUTING OF DEBRIEFING FORM**

- A. Completed debriefing forms shall be turned in by the end of the officer's tour of duty. The debriefing form is turned in even if the arrested person does not provide any information.
- B. Officers route the debriefing form to the Southwest Texas Fusion Center (SWTFC).

### **.06 RESPONSIBILITIES**

- A. Southwest Texas Fusion Center (SWTFC)
  - 1. Forward a copy of the debriefing form to the appropriate follow-up unit; and
  - 2. When a supplemental report regarding the debriefing form is received from the follow-up unit, the SWTFC will record the information provided into a database.





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## ***Procedure 511 – Debriefing of Arrested Persons***

### **B. Follow-Up Units**

1. A supervisor from each follow-up unit will be responsible for assigning debriefing forms to unit personnel;
2. Unit personnel will investigate information provided in the debriefing forms; and
3. Follow-up unit personnel will route a supplemental report to the SWTFC detailing what steps were taken to investigate the information and the results achieved (i.e., persons arrested, property recovered, etc.).

### ***.07 ARRESTS MADE BY FOLLOW-UP UNIT PERSONNEL***

- A. When follow-up unit personnel make an arrest, they shall complete a debriefing form on the arrested person and route the original form to the SWTFC.
- B. If the follow-up unit making the arrest will be investigating the information contained on the debriefing form, the follow-up unit arresting officer will notify the SWTFC and provide the follow-up unit supervisor with a copy of the debriefing form.

### ***.08 DEBRIEFING INFORMATION NEEDING IMMEDIATE ATTENTION***

- A. When officers are debriefing prisoners, they may obtain information which in the officers' opinions might require immediate attention (i.e., information about a crime that will occur in the near future, a wanted person, stolen property or contraband that is about to leave the city, etc.). When this occurs, the debriefing officer shall contact the appropriate follow-up unit or Night CID Unit and give them the information immediately.
- B. When there are no follow-up unit or Night CID Unit personnel available, the officer shall notify his/her immediate supervisor and route a copy of the debriefing form to the appropriate follow-up unit.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 512 – Electronic Control Devices

Office with Primary Responsibility:	CTA	Effective Date: Prior Revision Date:	March 19, 2018 September 1, 2017
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, FRU	Number of Pages:	9
Forms Referenced in Procedure:	SAPD Form #62 SAPD Form #62-RFI SAPD Form #62-UOF BCHD #60-1 MS-DC #17	Related Procedures:	309, 501, 601

### .01 INTRODUCTION

This procedure provides officers with guidelines necessary for the safe carrying, handling, deployment, and use of Electronic Control Devices (ECD).

### .02 POLICY

- A. Officers are authorized to use an ECD to affect an arrest if physical force has proven ineffective or are not a reasonable option based upon the circumstances.
- B. Officers are responsible for the safekeeping and appropriate use of their ECD.
- C. All officers issued an ECD shall carry it in accordance with Procedure 309, “Weapons.”

### .03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Air Cartridge	Anti-Felon Identification (AFID)	Drive Stun Mode
Electronic Control Devices (ECD)	Neuro-Muscular Incapacitation (NMI)	Probe Mode
Ready Room Spark Display		

### .04 APPROVAL TO CARRY ECD

- A. An officer desiring to carry an ECD while on or off-duty must:
  - 1. Successfully complete a training course at the Training Academy in the use of the ECD; or
  - 2. Present a certificate of training from a TCOLE approved ECD training course and demonstrate proficiency in the use of the ECD to the Training Academy Commander or his designee.
- B. Upon satisfactorily demonstrating proficiency in the use of the ECD, the Training Academy Commander or designee:
  - 1. Recommends approval or disapproval for the officer to carry the ECD while on or off-duty; and
  - 2. Routes a written report of the approval or disapproval to the officer’s division commander.
- C. The officer's division commander makes a written recommendation approving or disapproving the carrying of the ECD to the Training Academy Section and the Office of the Chief.
- D. The Chief of Police makes the final decision to approve or disapprove the carrying of the ECD.

### .05 ELECTRONIC CONTROL DEVICE (ECD):

- A. When the probes make contact with the suspect, the ECD will transmit electrical pulses along the wires and into the suspect.



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## *Procedure 512 – Electronic Control Devices*

1. The pulses can penetrate clothing up to two inches in thickness.
  2. The pulses will temporarily override the sensory nervous system and motor nervous system control over the skeletal muscles, resulting in uncontrollable muscle contractions, temporarily disabling the individual.
- B. The ECD is pre-programmed to deliver a five-second electrical burst.
1. During an actual deployment, it is recommended the full five-second cycle be used for maximum effectiveness of the weapon.
  2. The officer can shorten this automatic five-second cycle by simply engaging the safety, thereby turning off the weapon.
- C. Each ECD includes a data port located on the unit. Every time the ECD is utilized, specific information will be recorded to assist in accurate reporting of ECD usage.

### **.06 ECD TRAINING**

- A. Officers must be selected by the Chief of Police or designee to receive ECD training.
- B. Officers must successfully complete a training course and be certified in the use of ECDs to be authorized to carry and use an ECD as an intermediate weapon. Additionally, only officers who have also successfully completed a forty (40) hour Crisis Intervention Training course will receive authorization to carry an ECD.
- C. Annually, ECD operators will be required to attend a Department approved ECD recertification course.
1. If an officer fails the written or practical exam, they shall participate in remedial training, which will include additional information and practical training prior to recertification to carry the ECD.
  2. If the officer fails any portion of the remedial training, they will not be authorized to carry an ECD.
  3. The officer who has failed remedial training may request authorization to carry an ECD after six (6) months and, if approved, must complete the entire block of ECD training.

### **.07 ECD EQUIPMENT ISSUE**

- A. Officers shall only carry and use department-issued ECDs.
- B. Officers who carry the ECD may choose not to carry a second intermediate weapon.
- C. Officers have the option of wearing the holster in front of the firearm for a support side cross-draw, or on the opposite hip of the duty firearm to draw the ECD only with the support hand. The strong hand cross-draw carry still applies.
- D. An ECD and two (2) cartridges will be issued to authorized officers.
- E. The serial number of the ECD and the serial number of each cartridge will be documented at the time of issue/replacement of the equipment.
- F. Cartridges will not be stored except in the designated issue point, a Department locker, or the armory.
- G. After each deployment, a supervisor will be notified for a replacement cartridge. Prior to issuance of a new cartridge, a report documenting the deployment will be provided to the supervisor.

### **.08 PRE-OPERATIONAL CHECK OF THE ECD**



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- A. A pre-operation check of the ECD will be conducted prior to going on duty.
  - 1. The ECD resembles a pistol and it should be handled accordingly.
  - 2. With the cartridge removed and the weapon pointed in a safe direction, the officer will perform a spark display of the ECD.
  - 3. If the ECD fails to fire or fires slowly, ensure the batteries are fully charged and properly installed. If it doesn't work, contact your immediate supervisor, or the armory for replacement.
  - 4. The officer will attach the cartridge and holster the weapon.
- B. The officer will not test fire the ECD a second time during the shift without a specific reason and a supervisor's approval. After a successful spark test an officer will not conduct an additional spark test without supervisor approval.
- C. Accidental discharges will require supervisor notification.
  - 1. The officer shall report the incident in writing through his chain of command, to his division commander.
  - 2. A copy of the report shall be forwarded to the Internal Affairs Unit.

### **.09 ECD DEPLOYMENT**

- A. If physical force has proven ineffective or is not a reasonable option based upon the circumstances, officers are authorized to use an ECD to affect an arrest.
- B. The ECD is deployed as a non-deadly tool for the officer and is not intended to be used in deadly force situations. Personnel shall only utilize the ECD consistent with the training received.
- C. The ECD is not intended to replace the open/empty hands control techniques used to restrain a passive resister.
  - 1. The ECD is to be used for control and arrest of aggressive resisters who may be exhibiting violent behavior or when there is reasonable belief it would be unsafe for officers to approach within contact range of the suspect.
  - 2. The ECD is placed at the same level of force as oleoresin capicum (OC) spray/Gel.
- D. The decision to use the ECD will be dependent upon the actions of the subject, the threat facing the officer, and the totality of circumstances surrounding the incident.
- E. As with any other type of force, officers will end application of the ECD when the subject discontinues resistance or aggression.
- F. ECDs should not be brandished, displayed, or pointed at a subject in an intimidating manner unless an officer is attempting to prevent further escalation of force.
- G. More than one officer may deploy (brandish) an ECD, however, no more than one officer at a time should activate an ECD against a person.
  - 1. When activating an ECD, officers should use it for one standard 5-second cycle and then evaluate the situation.
  - 2. If subsequent cycles are necessary, officers shall restrict the number and duration of those cycles to the minimum activations necessary to place the subject in custody.



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## *Procedure 512 – Electronic Control Devices*

H. Officers may use an ECD when:

1. Lesser methods have failed;
2. In self-defense or defense of a third person;
3. Subduing or controlling a violent subject;
4. Subduing an aggressively resisting actor; or
5. Physical force has proven ineffective or is not a reasonable option based upon the circumstances.

I. Situations appropriate for ECD deployment include, but are not limited to:

1. Probe Mode - Proper application will result in temporary immobilization of the subject and provide the officer a “window of opportunity” in which to take the subject safely into custody. Optimum range for probe deployment is 7 to 15 feet with a 21 foot maximum distance.
  - a. A subject threatening himself or others with physical force and other means of controlling the subject are unreasonable or could cause injury to the public, the officer, or the subject.
  - b. May be used on a subject when reasonably necessary to overcome aggressive resistance to lawful objectives.
  - c. Other means of lesser or equal force have been ineffective and the threat still exists to the public, the officer, or the subject.
  - d. May be used on aggressive animals in the defense of the officers or innocent bystanders.
2. Drive Stun Mode - When touched to the body, the ECD causes significant localized pain in the area touched by the ECD but does not have the effect of NMI. The Drive Stun does not incapacitate a subject but may assist in taking a subject into custody.
  - a. To eliminate physical resistance from an arrestee in accomplishing an arrest or physical search.
  - b. May be used on aggressive animals in the defense of officers or innocent bystanders.
  - c. Multiple “Drive Stuns” are discouraged and must be justified on the SAPD #62-UOF, *Use of Force Report*. If the initial application is ineffective, the officer will reassess the situation and consider other available options.
3. Spark Display - This is used to show the suspect ECDs are present and may be used on them if they do not comply with the instructions issued by the officer. Nothing prohibits officers from utilizing this tactic for crowd control purposes. However, officers are cautioned to be cognizant of crowd reaction. If this appears to incite an already unruly/volatile crowd, spark displays should be discontinued.

J. Improper handling or inappropriate uses of this device which may result in disciplinary action include, but are not limited to:

1. Needless display of the device;
2. Careless or haphazard muzzle control of the device;
3. Use against any person in a punitive manner;



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4. Use or threat of use of the device during an interrogation;
  5. Using the device to awaken a person;
  6. Using the device as a prod;
  7. Using the device on a helpless or obviously disabled person;
  8. Carelessness in its storage;
  9. Abuse of the equipment;
  10. Failure to report damage to the device;
  11. Failure to document receipt of a new or replacement device or cartridge; or
  12. Tampering with the device or the data.
- K. Prior to deployment of the ECD, the ECD operator should attempt to obtain a cover officer capable of providing deadly force if needed. The cover officer will be armed with a department-approved firearm appropriate to the situation. Should a subject take control of an officers ECD, the subject possess the capability to discharge the weapon and render the officer helpless
1. The cover officer will provide deadly force if needed for the ECD operator.
  2. Officers should consider cover and distance at all times.
  3. Officers should consider bystanders at all times.
- L. Prior to discharging the ECD, the operator should notify others on scene by announcing “TASER.”
1. By providing an advance warning, officers are better prepared and will stay clear of the probes and their intended target.
  2. If practical, instruct the Communications Unit to broadcast an ECD is going to be deployed.
  3. If not practical, notify the dispatcher, as soon as feasible, an electrical charge has been administered through use of an ECD and which mode was utilized, (i.e. probe, stun, or both).
- M. Prior to firing, use loud verbal commands when feasible and point the laser sight at the subject.
1. A suggested warning to the suspect may be: “If you do not comply with my commands I may be forced to use a Taser.”
  2. Preferred target zones are (a) below the chest and off center so as to split the hemisphere from a frontal position and (b) below the neck from a back position.
  3. Care should be taken to avoid the face, neck, groin, and other sensitive areas of the subject.
- N. An arrest team consists of no less than two officers: one officer with an ECD and another officer with a department-approved firearm.
1. Firearms will be secured prior to approaching and securing the suspect.



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## *Procedure 512 – Electronic Control Devices*

2. When given the command to do so by the ECD operator, the handcuffing officer will immediately attempt to safely control the subject. Subjects are most easily controlled while the ECD is discharging.
  3. Throughout the incident, ECD operators will continually assess compliance levels and breathing ability of the subject before applying additional cycles to the subject.
  4. Following ECD activation, officers should not use a restraint technique that restricts breathing.
- O. ECDs shall not be utilized in the following circumstances:
1. When the officer knows a subject has come in contact with flammable liquids or is in a flammable atmosphere;
  2. When the subject is in a position to fall and possibly sustain substantial injury or death;
  3. Punitively for purposes of coercion;
  4. To escort or jab subjects;
  5. To awaken unconscious subjects;
  6. When the subject is visibly pregnant, unless deadly force is the only other option;
  7. The subject is in or around water where drowning could result;
  8. Against frail persons of any age; or
- P. ECDs should not be utilized in the following situations:
1. On subjects operating motor vehicles (this includes autos, trucks, motorcycles, and scooters);
  2. On a person operating a self-propelled vehicle (e.g. bicycle);
  3. When the subject is holding a firearm;
  4. When the subject is at extremes of age (youth or aged) or physically disabled;
  5. When deadly force is clearly justifiable, unless another officer is present and capable of providing deadly force to protect officers and/or civilians as necessary;
  6. In cases where another officer has already successfully deployed an ECD on the suspect.
  7. Against persons known to be under the influence of drugs.
  8. On a handcuffed prisoner;
- Q. A supervisor shall be notified and respond to all scenes in which an ECD has been activated. The supervisor will conduct a preliminary assessment of the ECD activation and submit a report of his findings along with the Use of Force Report. Additionally the supervisor will ensure the following is accomplished:
1. Photographs will be taken of the affected area and any other injuries noted.
  2. Collect clothing when burn marks or fabric tears occur because of ECD use.
  3. SAPD Form #62-UOF, *Use of Force Report*, will be completed.





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4. Secure all in car videos of the incident, if available, and forward with the use of force report.
  5. A copy of all reports, in car videos, and Crime Scene Unit Investigators' photos will be forwarded to the Internal Affairs Unit through the chain of command for review and compilation of statistics.
  6. A copy of all reports, in car videos, and Crime Scene Unit Investigators' photos will also be forwarded to the Training Academy ECD instructors for review and possible curriculum enhancements.
  7. A supervisor shall download the ECD information and include it with the use of force report. A spark display must be performed prior to downloading the information in order to confirm current time as a relative point of reference. Remove cartridge before performing spark display.
  8. Supervisor shall ensure fired ECD cartridges are replaced prior to the end of the officer's tour of duty.
  9. SAPD Form #62-RFI, *Receipt for Issue/Replacement OC Spray/Gel and/or ECD*, shall be completed by the officer. The receipt is deposited in a designated receptacle in the ready room. When returning an OC canister, attach the receipt to the canister prior to depositing in the receptacle.
- R. Any use of the ECD contrary to the direction of this procedure can result in revocation of the officer(s) authorization to use this weapon and may result in disciplinary action.
- S. Any officer discharging an ECD accidentally or intentionally shall immediately notify an on-duty supervisor and report the incident in writing, through his chain of command, to his division commander.
1. The supervisor notified will review all the circumstances surrounding the weapon discharge to ensure all policy, training, weapon/equipment, and discipline issues are addressed, and evidence is collected as applicable.
  2. Upon completion of his initial review, the supervisor will determine if there are any violations of departmental policy and he will make a recommendation based on his review of the incident.
  3. The officer's initial report and the supervisor's recommendations are then forwarded through the chain of command for final review and disposition.
  4. The division commander shall review the reports and recommendations, and based on the merits, substance, and gravity of the incident, will request further investigation, implement discipline, or recommend no disciplinary action.
  5. Regardless of the outcome, all reports with recommendations will be routed to the Internal Affairs Unit and will be maintained on file in accordance with the Department's retention schedule.

### **.10 FIRST AID PROCEDURES**

- A. Attention to the subject(s) after utilization of the ECD is vital. Officers need to be aware and look for obvious signs of injury that may be incidental to ECD use.
- B. EMS is requested, as soon as possible, to all scenes where a subject has received an electrical charge from an ECD.
- C. An ECD certified officer may remove the ECD darts when penetration has occurred.
  1. The officer will not remove probes embedded in the face, eye, mouth, neck, hands, female breast area, nipples, groin, and/or genitals of the subject.
  2. Officers will remove probes from strikes in any other area not listed above, utilizing techniques learned in training.



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3. Anytime the probes break off inside the suspect, the suspect will be transported for medical treatment.
- D. If not removed prior to EMS arrival, EMS personnel may remove the ECD darts when penetration has occurred.
  1. EMS personnel examine the subject and determine whether the subject requires further medical attention.
  2. If darts cannot be removed by EMS personnel, the subject should be transported to a medical facility as soon as possible.
- E. If EMS personnel determine a prisoner requires further medical attention, the prisoner is continuously observed visually and audibly, by the officer during transport, to include an officer riding with EMS.
  1. Should the arresting officer be involved with other duties, another officer is assigned to accompany the prisoner.
  2. After examination at medical facility, prisoners not requiring further medical attention are transported to the Detention facility.
  3. Officers transporting a prisoner from the Downtown University Health Care facility to the Detention Facility, request BCHD Form #60-1, *E. R. Encounter - Admitting Form*, from hospital personnel. The form is routed in the same manner as SAPD Form #62, *Injured Prisoner Report Form*.
- F. When EMS personnel determine a prisoner does not require further medical attention, the prisoner is transported to the Detention Facility by the officer.
  1. The officer verbally notifies Detention Facility personnel the prisoner was exposed to an ECD.
  2. The officer writes \*ECD\* in large block letters at the top of the MS-DC Form #17, *Registration/Property Form*, in accordance with GM Procedure 601.11G, *Taking Prisoners into a Detention Facility*.
  3. The name of the officer who continuously observed the subject and the name of the Detention facility personnel the officer notified of the ECD exposure are included on SAPD Form #62-UOF, *Use of Force Report*.

### **.11 UNIT RESPONSIBILITIES:**

- A. Dispatchers shall dispatch Crime Scene Unit Investigators to all scenes where there has been a discharge of an ECD by a San Antonio Police Officer.
- B. Crime Scene Unit Investigators shall promptly respond to the scene where there has been a discharge of an ECD by a San Antonio Police Officer. The Crime Scene Unit Investigator shall place spent probes into the Property Room as evidence by using the following procedure:
  1. Leave the wires the way they are and place the probes (if used in probe mode) back into the cartridge with the barbs down. Leave the cartridge and wires in the same place where the subject was apprehended and let CSI personnel know where the subject was placed in custody and the direction the ECD was fired.
  2. The cartridge holes will be secured with evidence tape.
  3. The cartridge shall be placed in an evidence envelope and labeled with a biohazard sticker.
  4. A sample of the AFID confetti from the ECD cartridge will be placed in a separate evidence envelope.
  5. If the AFID confetti cannot be recovered from the scene (washed away by rain, destroyed by fire, etc.), the circumstances preventing recovery will be detailed in the offense/incident report and the use of force report.



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- C. The Armory and Supply Office replaces ECD equipment returned to the Armory by officers, and
  - 1. Completes the appropriate section of SAPD Form #62-RFI, *Receipt for Issue/Replacement OC Spray/Gel and/or ECD*.
  - 2. Forwards a copy of the form to the Internal Affairs Unit.
- D. Supervisory Officers
  - 1. Must understand the maximum effective range of all weapons carried by their shift personnel.
  - 2. Ensures through periodic inspections officers under their supervision carry only approved ECDs as defined in this procedure, and all equipment is in proper working order.
  - 3. When the Armory is closed, verifies information entered in the appropriate section of SAPD Form #62-RFI, *Receipt For Issue/Replacement of OC Spray/Gel and/or ECD*, by officers returning an ECD or cartridges to the Ready Room and also verifies information entered into the OC spray/gel and/or ECD logbook when officers check out replacement equipment.
  - 4. All ECD's assigned under the supervisor must be downloaded on a quarterly basis to keep the time and date accurate.



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## Procedure 601 – Prisoners

Office with Primary Responsibility:	PSC, PNC	Effective Date: Prior Revision Date:	December 18, 2017 August 17, 2015
Office(s) with Secondary Responsibilities:	TSC, STC, MCC, SSB, CTA	Number of Pages:	16
Forms Referenced in Procedure:	SAPD Form #52-X SAPD Form #62 SAPD Form #91 BCHD Form #60-1 BCJPD Form #100 MS-DC Form #17	Related Procedures:	602, 606, 611, 804

### .01 INTRODUCTION

This procedure establishes guidelines for the proper handling of prisoners by officers from the initial point of arrest to booking at the proper detention facility.

### .02 POLICY

When handling prisoners, officers do so with the highest regard for the legal process, the individual's rights, the prisoner's safety, and the safeguarding of personal property.

### .03 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Body Cavity Search	Contraband	Dangerous Object	Detention Facility
Field Custody Prisoner	Frisk	Hog-Tying	Positional Asphyxia
Processing	Processing Room	Proxy	Search
Strip Search	Weapon		

### .04 CLASSIFICATION OF PRISONERS

- A. Bexar County Jail prisoners;
- B. City of San Antonio Detention Center prisoners;
- C. Bexar County Juvenile Detention Center prisoners; and
- D. Field custody prisoners.

### .05 HANDCUFFING OF PRISONERS

- A. Officers use discretion in deciding whether to handcuff certain prisoners prior to transport to a detention facility, medical facility, or a law-enforcement facility.
  - 1. Discretion is guided by prudent judgment, incorporating sex, age, temperament, disability, and the type of offense committed.
  - 2. Although discretion is allowed by this procedure, officers are not relieved of their duty to prevent prisoners from escaping, accessing weapons, or attacking others.
- B. The following prisoners are handcuffed without exceptions:
  - 1. Prisoners to be charged with felony offenses;
  - 2. Prisoners who were involved in violent incidents;



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3. Prisoners who appear to be capable of violent physical resistance;
  4. Prisoners who have not been searched;
  5. Prisoners who are intoxicated;
  6. Multiple prisoners;
  7. Prisoners transported in police vehicles; and
  8. Any prisoner being taken inside a detention facility or processing room.
- C. Prisoners are handcuffed as soon as practical after an arrest and before a search is made:
1. Prisoners are handcuffed with their hands behind them;
  2. Handcuffs are double-locked to protect both the officer and the prisoner; and
  3. Prisoners are not handcuffed to a fixed object.
- D. Two (2) prisoners may be handcuffed with a single set of handcuffs while awaiting the arrival of a second officer.
- E. Prisoners who are violent and/or appear to be under the influence of drugs, in addition to being handcuffed, may have their legs secured with leg irons.
1. Prisoners will not have their hands and legs secured together in any form or position commonly known as “hog-tying.”
  2. If violent prisoners cannot be properly restrained, additional officers will be used to help physically restrain the prisoners.
- F. Plastic handcuffs may be used when mass arrests are anticipated:
1. Refer to GM Procedure 804, *Crowd Control and Event Management*, for guidelines as to when plastic handcuffs should be used in mass arrest situations.
  2. Plastic handcuffs are removed at the detention facility, processing room, or in the field with wire cutters. Other types of cutting instruments are not used to remove plastic handcuffs.
- G. Prisoners inside the detention facility are un-handcuffed only by detention facility personnel. Prisoners inside a processing room will be un-handcuffed at the direction of personnel assigned to the processing room.

### **.06 SEARCHING OF PRISONERS**

- A. Officers are responsible for conducting a search, not to include a strip search or body cavity search, of prisoners to remove all weapons, dangerous objects, contraband, or evidence.
- B. Prisoners are searched as soon as practical after an arrest is made and prior to transport.
- C. If an officer detects an object which feels like a weapon, contraband, or evidence, inside or under the clothing, the officer may reach into or under the clothing and seize the suspected item. (The reaching inside of clothing to immediately retrieve a weapon, contraband, or evidence discovered during a search incident to arrest is not considered a strip search).



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- D. Officers assuming custody of prisoners from other officers are responsible for searching the prisoners again, including hand-carried containers.
- E. Transporting officers are held accountable for any prisoner arriving at a detention facility or processing room with a weapon, dangerous object, or contraband on his person.
- F. Absent exigent circumstances, a female officer should search a female suspect or prisoner. Exigent circumstances include but are not limited to circumstances involving officer safety, the safety of the suspect or prisoner, or any other person.
- G. In situations where a male officer has either direct knowledge or reasonable suspicion to believe a weapon or dangerous object is secreted in a particular place, other than within a body cavity of a female and a female officer is not present, the male officer may reach directly into the area to seize the weapon or dangerous object. Such actions shall be documented in the officer's report.
- H. A strip search of prisoners (not to include a body cavity search) may only be conducted by officers having probable cause to believe a prisoner possesses weapons, dangerous objects, contraband, or evidence on his/her body, which may not be detected or recovered by the usual search technique, and only under the following guidelines:
  - 1. The person is under arrest and at the detention center or ready to be transported to a detention center.
  - 2. The prisoner must voluntarily consent to the strip search in writing or a warrant to conduct a strip search must be obtained prior to the search.
  - 3. The searching officer and any others present must be the same sex as the prisoner.
  - 4. The search must be conducted in a private and secure room at the jail or Detention Center. Strip searches will not be conducted in public places.
  - 5. Only the minimum number of personnel necessary to ensure the safety of the persons involved will be present, to include a supervisor, during the strip search. A minimum of two officers are required to be present (searching officer and witness).
  - 6. The search must be done discreetly and with the utmost respect for the prisoner's privacy and dignity.
  - 7. The requesting officer's report must contain:
    - a. The name of the supervisor present during the search;
    - b. The names of everyone present during the search;
    - c. The exact location where the search took place; and
    - d. The results of the search.
  - 8. A copy of the search warrant or written consent must accompany the written report.
- I. Officers having reasonable suspicion only, to believe a prisoner possesses weapons, dangerous objects, contraband, or evidence on his/her body which may not have been detected or recovered by the usual search technique shall follow these guidelines:
  - 1. Notify Detention Center personnel of their suspicion during the booking process; and
  - 2. The name(s) of the Detention Center personnel notified must be included in the details of the report.



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- J. Body cavity searches must be conducted at a qualified medical facility and under the following guidelines:
  - 1. Under the authority of a search warrant; or
  - 2. The prisoner must voluntarily consent to a body cavity search in writing prior to the search.
- K. Officers having probable cause to believe a prisoner possesses weapons, dangerous objects, contraband, or evidence within his/her body which, if not found, would constitute a danger to the safety of the officers or others, shall obtain a search warrant, transport the prisoner to a qualified medical facility, and request a body cavity search of the prisoner for those items within the body by qualified medical personnel.

### **.07 SECURITY OF PRISONERS – ESCAPE PREVENTION**

- A. A prisoner is entitled to reasonable protection while under arrest. Officers use reasonable care and diligence to preserve the lives, health, and safety of prisoners.
  - 1. Prisoners are secured as soon as practical in police vehicles with safety belts.
  - 2. Prisoners are not placed in a prone position or any other position which could cause positional asphyxia.
  - 3. Unruly and combative prisoners are transported in a prisoner transport wagon whenever possible. If no prisoner transport wagon is available, a second officer accompanies the transporting officer to a detention facility.
- B. Prisoners, for security and safety reasons, including prisoners exposed to oleoresin capsicum (OC) spray, may be moved to locations away from the original arrest scene only after receiving approval from a supervisor. If exigent circumstances exist and there is not enough time to notify a supervisor, the officer will immediately notify the dispatcher of the relocation. The location shall be located on the most direct route to a detention facility, and be in an open, well-lighted area. There will be no exchange of handcuffs on the prisoners during this transfer process.
- C. When a prisoner is detained in the field for questioning, the prisoner shall be kept secured in the following manner:
  - 1. The prisoners shall be handcuffed with his hands behind him;
  - 2. The officer in possession of a prisoner shall be responsible for the safety and security of the prisoner, and for the prisoner's actions; and
  - 3. If the officer in possession of a prisoner relinquishes custody of the prisoner to another officer, he shall remain with the prisoner until the accepting officer takes physical custody of the prisoner. The officer shall document in his written report the name of the officer who accepted custody of the prisoner.
- D. When a prisoner is taken to a processing room for processing prior to being taken to a detention facility, the arresting officer will:
  - 1. Retain responsibility for the security of the prisoner during questioning and processing;
  - 2. Ensure the prisoner is not left unattended; and
  - 3. After processing, take the adult prisoner to the Detention Center to be magistrated, or take the juvenile prisoner to the Bexar County Juvenile Detention Center, in accordance with GM Procedure 602, *Juveniles*.
- E. While transporting prisoners, officers exercise caution and remain attentive, through observation of prisoners' actions and behavior, to prevent the escape of prisoners and for the prisoners' safety. Officers remain aware the





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security afforded by placing prisoners in police vehicles equipped with physical barriers is minimal and the escape of unattended prisoners is probable.

- F. If a prisoner escapes from an officer, the officer immediately notifies his supervisor and advises the Communications Unit of the description of the prisoner, the direction of travel, and the charges against the prisoner for broadcast to other field personnel.
  - 1. The involved officer shall complete an offense report and place any property belonging to the escaped prisoner in the Property Room.
  - 2. The officer's supervisor shall make a determination as to the cause of the escape. If the cause of the escape is determined by the supervisor to be a procedural violation on the part of the officer, the supervisor shall immediately forward a written report on the escape, through the chain of command, to the Internal Affairs Unit, requesting a full investigation.
- G. If a prisoner escapes from an officer in another jurisdiction, the officer shall immediately notify the law enforcement agency in the other jurisdiction.
  - 1. The law enforcement agency in the other jurisdiction will handle the escape.
  - 2. The officer will immediately notify his supervisor as to the circumstances surrounding the escape.
  - 3. The officer's supervisor (with input from the other jurisdiction) shall make a determination as to the cause of the escape. If the cause of the escape is determined by the supervisor to be a procedural violation on the part of the officer, the supervisor shall immediately forward a written report on the escape, through the chain of command, to the Internal Affairs Unit, requesting a full investigation.

### **.08 TRANSPORTING PRISONERS**

- A. All vehicles used to transport prisoners will be searched for weapons, dangerous objects and contraband at the beginning of each shift and before and after transporting prisoners.
- B. Adult prisoners are transported from the location of arrest directly to the proper detention facility without delay, except when transporting the prisoners to a law-enforcement or medical facility.
- C. Juvenile prisoners are transported from the location of arrest directly to the Juvenile Processing Office for processing prior to being taken to the Bexar County Juvenile Detention Center, except when processing the juvenile for DWI or when transporting the juvenile to a medical facility.
- D. Prisoners with any types of disabilities are transported using the most reasonable accommodations that fit the needs of the prisoners.
- E. Prisoners who have been exposed to an electrical charge from an ECD will not be transported with other prisoners.
- F. Identifying Prisoners and Prisoners' Conduct.
  - 1. Officers shall attempt to positively identify all prisoners being transported. Positive identification may be made through a driver's license or other written forms of identification.
  - 2. The identification used to identify prisoners should accompany all other necessary documentation needed to process the prisoners at the detention facility.
  - 3. Any information regarding a prisoner's attempt to escape, mental illness (Refer to GM Procedure 611, *Persons with Mental Illness*), suicide potential, or any other personal traits of a security nature shall be recorded on the



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documentation that accompanies the prisoner to the detention facility and will be verbally related to the detention facility personnel or processing room personnel.

- G. Prisoners who have been exposed to oleoresin capsicum (OC) spray or an electrical charge from an ECD, will be transported to the detention facility or processing room by the arresting officer in his marked patrol vehicle, if possible.
  - 1. If the arresting officer is not assigned a marked patrol vehicle, a marked patrol vehicle will be used to transport the prisoner exposed to OC or an electrical charge from an ECD.
  - 2. If the prisoner is so violent that damage would be caused to the marked patrol vehicle, a prisoner transport wagon may be utilized, with the approval of a supervisory officer. Prisoners exposed to an electrical charge from an ECD who are to be transported by prisoner wagon, will be transported without other prisoners in the prisoner wagon.
  - 3. The transporting officer will ask the dispatcher to notify the appropriate detention facility or processing room personnel that a prisoner exposed to oleoresin capsicum (OC) spray or an electrical charge from an ECD is being transported to their location.
- H. Officers do not handle other police incidents while transporting prisoners, unless the incident is of such magnitude that immediate action is required to prevent the loss of life or substantial damage to property.
- I. Officers do not allow prisoners to communicate with non-police personnel while being transported.
- J. All officers, when transporting prisoners, obtain a time check from the dispatcher upon leaving the scene of the arrest, upon incurring any delays along the route, and upon arrival at the destination. In addition to time checks, officers furnish their vehicle odometer reading to the dispatcher upon leaving the scene and upon arrival at the destination.
- K. Juveniles are not transported in the same police vehicle as adult prisoners, unless they have a husband/wife, parent/child, or brother/sister relationship, and the reason for the arrest was of a nonviolent nature.
- L. Male officers transporting female juvenile prisoners do so only with the help of a secondary officer riding in the same police vehicle.
- M. Police Vehicles with Physical Barriers:
  - 1. Police vehicles used primarily for transporting prisoners have physical barriers between the front and rear seats and may be used to transport a maximum of two (2) prisoners if there is only one officer. Both prisoners are secured in the rear seat with safety belts.
  - 2. When a second officer is available to help with the transportation of multiple prisoners, a maximum of three (3) prisoners may be transported. All three (3) prisoners are secured in the rear seat with safety belts. The second officer occupies the front passenger seat.
- N. Police Vehicles without Physical Barriers:
  - 1. Police vehicles not primarily used for transporting prisoners do not have physical barriers between the front and rear seats, but may be used to transport only one (1) prisoner. The prisoner is secured in the front passenger seat with a safety belt.
  - 2. When a second officer is available to help with the transportation of multiple prisoners, a maximum of two (2) prisoners may be transported. One (1) prisoner is secured in the front passenger seat with a safety belt; the second prisoner is secured in the rear seat with a safety belt directly behind the first prisoner. The second officer is seated behind the driving officer.



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### O. Prisoner Transport Wagons:

1. Prisoner transport vans (wagons) are assigned to the North Patrol and South Patrol Divisions for use by officers assigned to those divisions.
  2. Prisoner transport wagons may be used to pick up additional prisoners, if approved by a supervisor and the pick-up point is near the return route to a detention facility.
  3. Female prisoners are not transported in the same prisoner transport wagon with male prisoners, unless they have a husband/wife, parent/child, or brother/sister relationship. Common-law marriages do not satisfy a husband/wife relationship.
  4. Juvenile prisoners are not transported in the same prisoner transport wagon as adult prisoners, unless they have a husband/wife, parent/child, or brother/sister relationship. Common-law marriages do not satisfy a husband/wife relationship.
  5. Prisoners involved with each other in a disturbance are not transported in the same prisoner transport wagon.
  6. Female prisoners are transported in a prisoner transport wagon only if a female officer has searched them.
- P. Before a prisoner is taken inside a detention facility, the arresting/transporting officer conducts a warrant check and takes the necessary action if a warrant is found.
- Q. If a prisoner is to be transported via commercial airline, the escorting officer contacts the appropriate airline and airport security at departure and destination, in accordance with GM Procedure 613, *Carrying Weapons on Airport Property*. This is done at least 24 hours prior to the flight for arrangement of proper security and clearance in advance. If departing from San Antonio International Airport, contact Airport Police at 207-3433 for any further assistance.

### **.09 MILITARY PERSONNEL PRISONERS**

- A. To maintain cooperation between the armed forces and the Department, the proper military police authorities should be notified when military personnel are arrested. Notification is made by the investigative follow-up unit or the arresting officer, if follow-up unit personnel are not available, by calling the Lackland Military Police at (671-2018).
- B. Military personnel arrested for a Class C misdemeanor are handled under the following guidelines:
1. Military Police should be notified of all Class C misdemeanor citations (except traffic) and all custodial arrests.
  2. The Military Police may come and take custody of the prisoner where the arrest is made.
  3. The Officer may drop the prisoner off at the nearest Military Police Office.
  4. The Officer may release them on the citation or book them into the Detention Facility.

### **.10 CUSTODY and TRANSPORTATION OF PRISONERS**

- A. In compliance with Texas Code of Criminal Procedure, Article 14.03, the Department accepts custody of prisoners lawfully arrested under the following circumstances:
1. Arrested by an off-duty SAPD officer or an off-duty SAPD officer who is engaged in outside employment in compliance with GM Procedure 905, *Off-Duty and Outside Employment*, provided the arrest occurs within the City of San Antonio.



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2. Arrested by a peace officer employed by an outside agency who is out of his jurisdiction.
  - a. Peace Officers, who work for another law enforcement agency (except BCSO Deputies and State Agencies), who make an arrest within the City of San Antonio, are considered to be outside their jurisdiction.
  - b. If an officer who is outside his jurisdiction calls SAPD requesting transport of a prisoner (within the City of San Antonio), an SAPD officer will be dispatched to transport the prisoner to the appropriate facility, in accordance with Article 14.03 of the Code of Criminal Procedure.
- B. When transportation of a prisoner is provided by an SAPD officer, the officer takes full responsibility for the prisoner and delivers the prisoner to the appropriate location, writes the appropriate report (Incident or Supplemental), detailing their actions, and notes in the report any statements made by the prisoner.
  1. If the arrest was made by an officer who is not engaged in outside employment, that officer shall be responsible for the appropriate report (Incident or Supplemental). The transporting/handling officer assumes full responsibility for the prisoner's property and evidence not collected by the UEDI/CSU (or follow-up unit), and writes the appropriate report (Offense or Incident) required for booking the prisoner.
  2. If the arrest was made by an SAPD officer who is engaged in outside employment, the arresting officer writes the appropriate report (Incident or Offense). The transporting officer prepares the necessary paperwork needed for booking the prisoner and assumes custody of any evidence not collected by UEDI/CSU (or follow-up unit) and the prisoner's property.
  3. If the arrest was made by an officer from an outside agency who is engaged in outside employment, the arresting officer writes the appropriate report (Incident or Offense) and follows the transporting officer to the appropriate facility to prepare the required paperwork for booking the prisoner. The arresting officer is responsible for the custody of any evidence not collected by the UEDI/CSU (or follow-up unit) and the prisoner's property.
  4. If a custodial arrest is made by an SAPD officer working outside the San Antonio city limits, the officer shall coordinate handling of the prisoner and evidence with the agency having original jurisdiction in accordance with GM Proc. 905 – *Off-Duty and Outside Employment*. The officer will complete all appropriate reports and forms, and follow the transporting officer to the appropriate facility where the arrested individual will be booked.
- C. The Department does not accept custody of prisoners from officers employed by an outside agency under the following circumstances:
  1. Arrested by a peace officer employed by an outside agency who is within his jurisdiction, whether the officer is on or off duty.
    - a. All peace officers who work for the Bexar County Sheriff's and Constable's Offices, and officers who work for the Texas Department of Public Safety (or other state agencies such as Parks and Wildlife, etc.), are considered to be within their jurisdiction, and are responsible for transportation and handling of their own prisoners.
    - b. If an officer from the Bexar County Sheriff's or Constable's Office, or an officer from the Texas Department of Public Safety or another state police agency calls SAPD requesting transport or requesting SAPD handle an incident they initiated, our Communications Unit shall transfer the call to the respective agency of the officer so they can handle the incident. In cases of emergency, SAPD officers will be dispatched to assist immediately. Crime scene security and any other assistance may be provided with the approval of a supervisor.



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- D. Prisoners who are injured/sick when custody is accepted or become injured/sick after custody is accepted are handled as prescribed in Sections .14 - .17 of this procedure.
- E. A supervisory officer is notified and responds to the scene under the following circumstances:
  - 1. When an officer assumes custody of an injured/sick prisoner from an off-duty officer or an officer from another law enforcement agency working in an off-duty capacity; or
  - 2. When an officer assumes custody of a prisoner and there is a question concerning the validity of the arrest.

### **.11 TAKING PRISONERS INTO A DETENTION FACILITY**

- A. Prisoners are handcuffed prior to entering a detention facility.
- B. Prisoners are brought into a detention facility through the prisoner entrance door.
- C. Officers place their weapons in lock boxes located inside the prisoner entrance door prior to entering the confined portion of a detention facility.
- D. Handcuffed prisoners are taken inside the confined portion of the detention facility and released to detention facility personnel. Detention facility personnel remove handcuffs from prisoners.
- E. Officers taking prisoners into the Detention Center shall immediately obtain MS-DC Form #17, Registration/Property Form, from Detention Center personnel and time stamp the form before completing the form and processing the prisoners. The officer verbally notifies Detention Facility personnel when the prisoner has been exposed to an electrical charge from an ECD. The officer writes \*ECD\* in large block letters at the top of the MS-DC Form #17. After Detention Center personnel have completed their portion of the MS-DC Form #17, the officer shall review the form to verify correctness and the signature of the Detention Center personnel completing the form. The form is kept on file in the Detention Center.
- F. When bringing the prisoner into a detention facility, the officer verbally notifies detention facility personnel of their prisoner's exposure to oleoresin capsicum (OC). The officer also provides the approximate time of the exposure, details of the decontamination process, and/or medical treatment administered. The officer writes \*OC\* in large block letters at the top of the MS-DC Form #17.
- G. When bringing the prisoner into a detention facility, the officer verbally notifies detention facility personnel of their prisoner's exposure to an electrical charge from an ECD. The officer also provides the approximate time of the exposure, the number of times and duration of the exposure, and medical treatment administered. The officer writes \*ECD\* in large block letters at the top of the MS-DC Form #17.
- H. Officers transporting injured/sick prisoners from University Hospital or the Acute Care Clinic/Crisis Care Center located at 527 North Leona to a detention facility request BCHD Form #60-1, E. R. Encounter - Admitting Form, from hospital personnel. The form is routed in the same manner as the Injured Prisoner Report.
- I. Upon returning a prisoner to a detention facility after medical treatment, the transporting officer delivers any medication or instructions for further care to the detention facility supervisor.
- J. Officers taking juvenile prisoners into the Bexar County Juvenile Detention Center shall release the juvenile prisoner, along with a copy of the offense report containing the probable cause for arrest and the elements of the offense, to the intake officer. The Bexar County Juvenile Detention Center intake officer completes BCJPD Form #100, signs the form, and retains a copy of the form on file.



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### **.12 PRISONERS' PROPERTY**

- A. The arresting officer is responsible for all personal property belonging to a prisoner. Officers should use all available resources to document a prisoner's property, such as photographs, in-car video and BWC, in an effort to create both a visual and audio inventory.
- B. Detention Center personnel determine the acceptability of prisoners' property at the Detention Center. As a general rule, personal property which will fit into an 8 1/2" X 11" envelope is accepted. Money in excess of one thousand (\$1,000) dollars must be placed into the Property Room.
- C. Personal property accepted at the Detention Center is turned over to a detention guard. The arresting/transporting officer verifies the information entered on MS-DC Form #17, Registration/Property Form, by the detention guard and signs the form in the appropriate space.
- D. Bexar County Juvenile Detention Center personnel determine the acceptability of a juvenile prisoner's personal property.
- E. All non-evidentiary personal property belonging to a prisoner is to be presented to Detention Center personnel immediately upon entry into the Detention Center. Property to be retained, under ordinary circumstances, at the Detention Center is the prisoner's ID, Keys, medication and money (up to \$1,000.00). All other smaller acceptable personal items will be left with Detention Center personnel to be placed in the prisoner's sealed property pouch. Detention Center personnel will not accept prisoner's property once the property pouch has been sealed. Detention Center personnel will determine the acceptability of larger or bulky items that can be retained at the Center. Officers will not unnecessarily place a prisoner personal property in the property room and must document in their report the reason for doing so.
- F. Personal property not accepted at a detention facility is placed in the Property Room by the arresting officer. Personal property placed in the Property Room is noted on the booking slip. Officers are reminded money in excess of five thousand (\$5,000) dollars may be placed into the safe and should refer to GM Procedure 606.14 (A), Impounding Property.

### **.13 MAGISTRATING ADULT PRISONERS**

- A. Adult prisoners to be magistrated are taken to the Detention Center at 401 S. Frio St. and released into the custody of Detention Center personnel.
- B. Officers booking prisoners on a new charge (Class B or higher) must have their offense reports reviewed and approved prior to submitting copies to the Magistrate's Office in accordance with GM Proc. 401 *Offense/Incident/Supplemental Reports*.
- C. Officers contact the Magistrate's Office and submit copies of all required reports and forms. Required reports and forms include, but are not limited to, the following:
  - 1. SAPD Form #91, Temporary Record of Arrest (Booking Slip);
  - 2. Appropriate offense report for the offense committed; and
  - 3. DWI, crash, and any supplemental reports and forms.
- D. The Magistrate determines the course of action to be taken against the prisoner.





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- E. Prior to releasing a prisoner to Detention Center Personnel, officers will ask the prisoner the following questions that will be on the back of the booking slip. If the booking slip does not have the questions, the officer should use the stamp at the Detention Center to imprint the questions onto the back of the booking slip.
  - 1. Have you ever been diagnosed as having a mental illness by a doctor or by a mental health professional?
  - 2. Have you ever or are you currently taking any medications for mental illness?
  - 3. Have you ever tried to kill yourself?
  - 4. Do you currently have thoughts of killing yourself?
- F. Officers mark down the prisoner's answers to the questions on the back of the booking slip, make a copy of both sides of the booking slip, and place the copy in the box marked Center for Healthcare Services.

### **.14 INJURED SICK PRISONERS**

#### **A. Officers' Responsibilities:**

- 1. Prisoners who are unconscious, visibly injured, sick, or claiming an injury or illness which requires immediate medical attention are taken directly to a medical facility for treatment by an EMS. EMS personnel select the medical facility. In felony cases or violent situations, an officer should accompany EMS to a medical facility on request and with approval from a supervisor. Officers should conform to the requirements of the medical facility on handcuffing of prisoners.
- 2. Prisoners exhibiting or complaining of minor injury or sickness not requiring immediate medical attention are transported by the arresting officer to the Downtown University Health Care Building located at 527 North Leona or University Hospital, 4502 Medical Drive. Should the arresting officer be involved with other duties, another officer is assigned to transport the prisoner. Note: Based on the proximity of the Detention Center to the Downtown University Health Care Building, this is the primary facility for all minor injuries. If possible, have the dispatcher call 225-5481 ahead of time to confirm patient load.
- 3. Prisoners who are under arrest for public intoxication will be handled in accordance with GM Procedure 605, *Miscellaneous Offenses and Complaint Calls*.
- 4. Prisoners transported to the Downtown University Health Care Building are taken into the building through the North Leona St. entrance and to the second floor to either the Acute Care Clinic or the Crisis Care Center. During the hours of 0800 to 2000, officers shall utilize the medical services of the Acute Care Clinic. During all other hours, officers shall take their prisoner to the Crisis Care Center.
- 5. For those prisoners being treated at the Downtown University Health Care Building who require additional treatment not available at either the Acute Care Clinic or the Crisis Care Center and for those who need to be admitted into University Hospital, the officer shall transport the prisoner to University Hospital as directed by medical personnel. If medical personnel request the prisoner be transported by EMS, the officer shall request EMS to transport the prisoner. When transporting prisoners to University Hospital, prisoners are taken into the medical facility through the emergency room entrance. If prisoners require only additional medical treatment they are not always booked by proxy.
- 6. Officers are responsible for their prisoners while at a medical facility.





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7. All prisoners exposed to an electrical charge from an ECD will be handled in accordance with GM Procedure 512, *Electronic Control Devices*.

- B. Officers shall complete SAPD Form #62, Injured Prisoner Report, on any injured/sick prisoner in their custody. The officer preparing the injured prisoner report will forward copies to all units listed in the routing section of the report.

### **.15 DISPOSITION OF ADULT INJURED/SICK PRISONERS AT A MEDICAL FACILITY**

- A. Injured/sick prisoners who have been seen by a magistrate are not released at a medical facility.
- B. Adult injured/sick prisoners charged with “Felony” offenses, and are treated or admitted to a medical facility are handled in the following manner:
  1. If the prisoner only needs treatment, the officer remains with the prisoner until treatment is complete and returns the prisoner to the Detention Center.
  2. Officers who anticipate having felony prisoners at a medical facility for treatment beyond their tour of duty are to contact a supervisor. Additionally, the officer will conduct hourly check-ins with the supervisor. The supervisor shall:
    - a. Arrange for the primary officer to be relieved by an officer from the next shift only if the primary officer is going to be at the medical facility more than two (2) hours past his normal duty hours.
    - b. Ensure the primary officer has all necessary paperwork completed on the case prior to the relief officer taking custody of the prisoner.
  3. If the prisoner is to be admitted, the officer remains with the prisoner and notifies a supervisor. The supervisor shall:
    - a. Send another officer to pick up all documents necessary for the booking of the prisoner by proxy. This officer writes the word “Proxy” on all documents submitted to the Detention Center and magistrate;
    - b. Review all documents to be submitted to the Detention Center and magistrate;
    - c. After booking by proxy, advise Bexar County Jail personnel of the need for a guard to be sent to the medical facility; and
    - d. Hospitalized felony prisoners are guarded until they become the responsibility of the Bexar County Sheriff’s Department or issued a felony 52-X with approval from a supervisor.
  4. Adult injured/sick prisoners charged with “Misdemeanor” offenses, if not treated within two (2) hours or if they are going to be admitted to a medical facility are handled in the following manner:
    - a. Class A or B misdemeanor prisoners, not exhibiting the potential for violence and whose injuries are not the result of an officer’s use of force, are issued SAPD Form #52-X, and released.
      - (1) Prisoners are released only with the approval of a supervisor.
      - (2) The prisoner is listed as a suspect on the officer’s report since the prisoner was released and not booked.
      - (3) A copy of SAPD Form #52-X is routed to the follow-up unit.



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- b. Class C misdemeanor prisoners (except public intoxication prisoners), not exhibiting the potential for violence and whose injuries are not the result of a officer's use of force, are released from police custody after being issued a misdemeanor citation, with supervisor approval.
- C. Injured/sick prisoners to be charged with certain “Felony” offenses, if not treated or admitted to a medical facility within two (2) hours are handled in the following manner:
  - 1. Felony prisoners not charged with a felony charges listed below or not exhibiting the potential for violence in other felonies and whose injuries are not the result of the officer’s use of force, can be issued SAPD Form #52-X, Notice to Hospitalized Suspects, and released.
  - 2. Prisoners are released only with the approval of a supervisor.
  - 3. Injured/sick prisoners released are listed as suspects on the offense report.
  - 4. The officer writes “FELONY 52-X” on the top of the offense report.
  - 5. Officers note in the details of their offense report the suspect was released at the hospital, and a copy of SAPD Form #52-X is attached to a copy of SAPD Form #62, Injured Prisoner Report, and routed to the appropriate follow-up unit.
  - 6. The following Penal Code charges SHALL NOT be considered for release via SAPD Form 52-X:
    - a. P. C. 19.02, Murder
    - b. P. C. 19.03, Capital Murder
    - c. P. C. 20.03, Kidnapping
    - d. P. C. 20.04, Aggravated Kidnapping
    - e. P. C. 21.11, Indecency with a Child
    - f. P. C. 22.01(a)(1), Assault (If exhibiting the potential for violence)
    - g. P. C. 22.011, Sexual Assault
    - h. P. C. 22.02, Aggravated Assault
    - i. P. C. 22.021, Aggravated Sexual Assault
    - j. P. C. 22.04, Injury to a Child, Elderly Individual, or Disabled Individual
    - k. P. C. 29.02, Robbery
    - l. P. C. 29.03, Aggravated Robbery
    - m. P. C. 30.02, Burglary with Intent to Commit a Felony or Assault
    - n. P. C. 49.04, DWI (Felony)
    - o. P. C. 49.07, Intoxication Assault
    - p. P. C. 49.08, Intoxication Manslaughter



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 601 – Prisoners*

*NOTE: When drivers involved in a fatality crash are admitted to the hospital, Officers/Detectives will apply for a warrant for the arrest of the driver, who is to be arrested as soon as he is released from the hospital.*

q. Any felony charge where totality of circumstances outweigh prisoner release

7. Supervisor responsibilities include the review of the arresting officer's report, preparation of a supplement report, and a determination if the criteria are within the requirements listed. Final responsibility will rest with the deciding supervisor.

### **D. Warrant Checks on Adult Injured /Sick Prisoners**

1. A warrant check is conducted on all injured/sick prisoners.
2. If any type of warrant is found for a prisoner who only requires treatment at a medical facility, the prisoner, after treatment, is returned to a detention facility.
3. If a felony, Class A, or Class B misdemeanor warrant is found for a prisoner arrested for a felony offense and he is to be admitted to a medical facility, the prisoner is guarded until he is booked by proxy and in the custody of the Bexar County Sheriff's Department.
4. If a felony, Class A, or Class B misdemeanor warrant is found for a prisoner arrested for a Class A or Class B misdemeanor offense, and treatment will take more than two (2) hours or the prisoner is to be admitted to a medical facility, the Bexar County Sheriff's Department is notified and a county warrant officer is requested. The prisoner is issued SAPD Form #52-X and released to the custody of the Bexar County Sheriff warrant officer.
5. If a Class C misdemeanor warrant is found for a prisoner arrested for a A or Class B misdemeanor offense, and treatment will take more than two (2) hours or the prisoner is to be admitted to a medical facility, the prisoner is released from custody after being issued SAPD Form #52-X.
6. If a Class C misdemeanor warrant(s) is found for a prisoner arrested for a Class C offense, and treatment will take more than two (2) hours or the prisoner is to be admitted to a medical facility, the prisoner is released from custody after supervisor approval is given. Additionally, the officer shall contact the Municipal Court Warrants Section at 210-207-7718 to reactivate the warrant(s).

### **.16 DISPOSITION OF JUVENILE INJURED/SICK PRISONERS AT A MEDICAL FACILITY**

- A. Officers shall make every possible attempt to contact or notify the parent, legal guardian, or custodian of the injured or sick juvenile prisoner being transported to a medical facility so they may be present at the medical facility.
- B. Injured or sick juvenile prisoners charged with a capital felony, or a violent felony, are guarded by SAPD officers at the hospital or medical facility until treatment is complete and then returned to the Juvenile Processing Office for processing prior to being taken to the Bexar County Juvenile Detention Center.
- C. Regardless of the cause of the injury or sickness, injured or sick juvenile prisoners charged with any offense guarded by SAPD officers at the hospital or medical facility until their disposition is determined. The disposition of the prisoner is determined by the following circumstances:
  1. The handling officer contacts a supervisor and advises him of the situation. The officer relays such information as the offense committed, involvement in any family violence, whether the prisoner is wanted on any warrants, and the nature of the injury/sickness.
  2. If the juvenile is arrested for a felony offense and treatment of the juvenile can be completed within two (2) hours, the juvenile prisoner is guarded by the arresting officer and transported to the Juvenile Processing Office after treatment.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 601 – Prisoners*



3. If the juvenile is arrested for any offense other than a capital felony, or any violent felony, and treatment is going to take more than two (2) hours or if the juvenile is going to be admitted into the hospital, the supervisor will advise the officer to release the juvenile prisoner.
4. If the decision is made by the supervisor to release a juvenile prisoner, officers will:
  - a. Before releasing the injured or sick juvenile, officers must notify staff within the Juvenile Processing Office and the appropriate follow-up unit or Night CID Unit;
  - b. Positively identify the prisoner. In situations involving felony offenses, the follow-up unit or Night CID Unit may request a Crime Scene Unit Investigator to photograph and fingerprint the juvenile prior to being released from the officer's custody. All film, photograph's and fingerprint cards will be forwarded to the staff within the Juvenile Processing Office by the Crime Scene Unit Investigator;
  - c. Document in their report the name of the supervisory officer who advised them to release the prisoner, including the name of the follow-up detective or Night CID Unit personnel who the officer contacted;
  - d. Guard the prisoner until the arrival of a parent, legal guardian, or custodian who is going to take custody of the juvenile prisoner. Officers positively identify and document in their report the name of the parent, legal guardian, or custodian who took custody of the prisoner;
  - e. Issue SAPD Form #52-X to the parent, legal guardian, or custodian who took custody of the juvenile prisoner and route a copy of the notice to the follow-up unit; and
  - f. Route a copy of the offense/incident report, including a copy of all other applicable reports to the appropriate follow-up unit.

### **D. Warrant Checks on Juvenile Injured /Sick Prisoners**

1. A warrant check is conducted on all injured/sick juvenile prisoners.
2. Injured or sick juvenile prisoners charged with any offense and are wanted on capital felony warrants or felony of the first degree warrants are guarded at a medical facility until treatment is completed and are then transported to the Juvenile Processing Office for processing.
3. If the juvenile is arrested for any offense other than a capital felony or any violent felony and the juvenile is wanted for warrants other than capital felony warrants or felony of the first degree warrants the juvenile is released in accordance with this procedure.

### **.17 GUARD DUTY AT A MEDICAL FACILITY**

- A. Justification for guarding an injured/sick prisoner is based on ensuring the prisoner's safety and to prevent escape.
- B. Shift directors determine if a guard is necessary.
- C. Officers' Duties While Guarding Prisoners:
  1. Prisoners are not moved for the convenience of the officer.
  2. Prisoners are not left unattended. When relief is necessary, the officer requests the Communications Unit to send another officer.
  3. When necessary to prevent escape, prisoners are secured with handcuffs and, if necessary, leg irons. Prisoners are not secured to any stationary objects.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 601 – Prisoners*

4. Adult prisoners are not allowed to have visitors. Only medical personnel and the prisoner's attorney are allowed to see the prisoner. If medical authorities advise the prisoner is in danger of expiring, the officer, with approval of the attending physician, allows family members and the clergy to visit.
5. Injured or sick juvenile prisoners being guarded at a hospital or medical facility may be allowed to have visits by a parent, legal guardian, custodian, or their attorney if such visits are approved by the attending physician.
6. Prisoners are not allowed to leave the room/ward without permission of hospital staff personnel.

## **Contact Numbers**

### **San Antonio**

Detention (210) 207-7535

Magistrate Office (210) 207-7532

### **Bexar County**

Bexar County Sheriff (210) 335-6000 (non-emergency dispatch/automated)  
(210) 335-6201 (Central Records – 24/7)

Bexar County Jail (210) 335-6292 (Booking)

Bexar County Juvenile (210) 531-1112 (Intake)

### **Military Bases**

Brooks City-Base (210) 536-1110 (Operator)  
(210) 536-3279 (Command Post)

Fort Sam Houston (210) 221-2222 (Military Police)

Lackland AFB (210) 671-2018 (Security Forces)

Randolph AFB (210) 652-5700 (Security forces)

Camp Bullis (210) 295-7514 (MP Main Gate)

### **Hospital**

University Hospital (210) 358-4000

Acute Care Clinic (210) 358-3441 (0800 - 2000)

Public Safety Unit (Sober Unit) (210) 246-1300 (open 24/7 - 601 N. Frio, 78207)

Crisis Care Center (210) 225-5481

Detox Center\* (Restoration Center) (210) 246-1300 (open 24/7 - 601 N. Frio, 78207)



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 602 – Juveniles

Office with Primary Responsibility:	MCC	Effective Date: Prior Revision Date:	September 19, 2018 February 17, 2015
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, SSB	Number of Pages:	4
Forms Referenced in Procedure:	SAPD Form #66-E	Related Procedures:	505, 507, 601, 610, 702

### .01 INTRODUCTION

This procedure establishes departmental guidelines for handling juveniles in accordance with Title 3 of the Texas Family Code, effective January 1, 1996.

### .02 POLICY

- A. The San Antonio Police Department investigates all criminal activities alleged to have been committed by juveniles and, when applicable, presents completed investigations to the District Attorney's Office for prosecution.
- B. The San Antonio Police Department is also committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. To accomplish this goal, all components and personnel of the Department shall share the responsibility for participating in or supporting the Department's juvenile operations function.

### .03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Child	Custodian	Custody	Guardian
Intoxicated	Juvenile	Parent	Status Offender
Under the Influence			

### .04 ARREST AND/OR CUSTODY OF JUVENILES

- A. All officers, when dealing with juvenile offenders, shall use the least coercive remedies among reasonable alternatives. Remedies which should be considered are:
  1. Outright release;
  2. Issuance of citations or summonses; and
  3. Referral to juvenile court.
- B. Juveniles may be arrested under any of the following circumstances:
  1. Pursuant to an order of the Juvenile Court under the provisions of the Family Code;
  2. Pursuant to the laws of arrest in state or federal statute;
  3. Conduct that violates either the penal laws of the State of Texas or the penal ordinances of any political subdivision of this state.
- C. Juveniles may be taken into custody under the following circumstances:
  1. To determine whether the juvenile is alleged to have been harmed or is in danger of being harmed; or
  2. As status offenders as defined in the Family Code, Section 51.02(15).
- D. Juveniles are arrested and/or taken into custody in accordance with GM Procedure 601, *Prisoners*.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 602 – Juveniles*

- E. Officers read SAPD Form #66-E, *Rights Warnings*, to juvenile offenders taken into custody prior to questioning regarding the offense for which they are arrested and in accordance with Chapter 38.22 of the *Texas Code of Criminal Procedure*
- F. A child under ten (10) years of age who is taken into custody for committing a criminal offense cannot be detained for investigative purposes without permission from the child's parent, custodian or guardian.
  - 1. If permission is not granted, the child is released to the custody of a parent, custodian or guardian, with a copy of the report sent to the Juvenile Processing Office and the appropriate follow-up unit
  - 2. If a parent, custodian or guardian cannot be located, the child is returned to the Juvenile Processing Office. The officer shall prepare the appropriate reports, documenting how he determined the age and identity or attempted to determine the age and identity of the underage child and the actions taken in attempting to locate a parent, custodian or guardian. Copies of the reports are routed to the appropriate follow-up unit.
- G. Juveniles arrested and/or taken into custody, if not released through a field release, are immediately returned to the Juvenile Processing Office for processing. A juvenile's parent, custodian, or guardian is notified of the arrest as soon as the arresting officer is able.
- H. Juveniles booked into the Bexar County Jail by mistake are released immediately and referred to the Juvenile Processing Office if:
  - 1. A certificate of birth or a certified copy is presented;
  - 2. A baptismal certificate is presented, with two (2) sworn affidavits certifying the date of birth; or
  - 3. The juvenile's age has been previously certified.
- I. Adults taken into custody for outstanding juvenile warrants are transported to the Bexar County Juvenile Detention Center.

### **.05 FIELD RELEASES OF ARRESTED JUVENILES**

- A. A field release from custody is made whenever possible. Field releases are made when the officer believes it would be in the best interest of the juvenile and the State of Texas.
- B. Officers conduct a warrant and missing persons check on all juveniles prior to a field release. When juveniles are active on warrants or reported missing, they are handled in accordance with Section .04 of this procedure.
- C. Juveniles may be issued misdemeanor citations for Class C misdemeanor offenses in accordance with Procedure 505, *Misdemeanor Citation Release*. The letter "J" signifying Juvenile is written in the upper right-hand corner of the citation.
- D. During the hours from 0900 to 1430 on school days, juveniles who have been detained for curfew or other Class C misdemeanor offenses, and for whom field releases are used, are returned to the school they are attending.
  - 1. If the juvenile has been expelled from school or has been detained during the night curfew hours (daily between 2300 – 0600), the juvenile is released to a parent, custodian, or guardian.
  - 2. If the parent, custodian, or guardian cannot be located, the juvenile is taken to the appropriate facility as outlined in Section .11 of this procedure.
  - 3. All field releases must be documented in an AFR report. A copy of the curfew violation report is emailed to the Juvenile Case Managers at the Municipal Court Re-Engagement Center (jcmcourt@sanantonio.gov).
- E. Juveniles are released to other agencies under the following circumstances:





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 602 – Juveniles*

1. For care and protection of the child taken in custody;
2. The child is asking for assistance, aid, help, or guidance in criminal or civil matters the agency can provide;
3. Another law enforcement agency has jurisdiction over the child, as provided by the Texas Family Code; or
4. The Bexar County Juvenile Detention Center for processing through the Juvenile Court.

### **.06 JUVENILE TRAFFIC VIOLATORS**

- A. Juveniles charged with traffic offenses are issued traffic citations, and
  1. Released at the scene if safe to do so and they have a valid driver's license in their possession;
  2. Released to the custody of a parent, custodian, or guardian; or
  3. Returned to the Juvenile Processing Office if unable to locate a parent, custodian, or guardian.
- B. The release of a juvenile, at the officer's discretion, to the custody of a parent, custodian, guardian, adult relative, or other responsible adult is documented in a written report.

### **.07 JUVENILES DRIVING WHILE INTOXICATED**

- A. Juveniles suspected of driving while intoxicated or under the influence are handled in accordance with GM Procedure 507, *Driving While Intoxicated Arrests*.
- B. Juveniles detained for the offense of D.W.I. are transported to the Juvenile Processing Office after any chemical or associated tests have been administered.
- C. When juveniles operating motor vehicles are involved in traffic accidents resulting in a death, the probability of a death, or serious bodily injury and there is probable cause to believe the accident occurred because a juvenile was intoxicated, the following steps are taken:
  1. A member of the Homicide Unit or Night CID Unit is dispatched to the scene of the traffic accident;
  2. The juvenile suspect is taken into custody for the offense of Intoxication Manslaughter, Intoxication Assault, or D.W.I.;
  3. The juvenile suspect, if not injured, is transported to the Juvenile Processing Office for processing after any chemical or associated tests have been administered; or
  4. The juvenile suspect, if injured, is transported to a medical facility in accordance with GM Procedure 601, *Prisoners*.
  5. Depending on the result of the investigation, the member of the Homicide Unit or Night CID Unit will determine the charge, if any, to be filed against the juvenile.

### **.08 FINGERPRINTS, PHOTOGRAPHS, STATEMENTS, AND EYEWITNESS IDENTIFICATIONS**

- A. Fingerprints, photographs, statements, and all eyewitness identifications, except formal and informal field identifications as defined in GM Procedure 702, *Eyewitness Identification*, are permitted only in accordance with the Texas Family Code and after the juvenile has been returned to Juvenile Processing Office.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 602 – Juveniles*

### **.09 TRANSPORTING JUVENILE PRISONERS**

- A. Juvenile prisoners are transported in accordance with GM Procedure 601, *Prisoners*.

### **.10 INJURED OR SICK JUVENILE SUSPECTS**

- A. Injured or sick juvenile suspects are handled in accordance with GM Procedure 601, *Prisoners*.

### **.11 DISPOSITION OF JUVENILES IN NON-ARREST SITUATIONS**

- A. When a juvenile is in the company of an arrested adult or detained for reasons other than a custodial arrest of the juvenile, the arresting/handling officer assesses the situation and uses his judgment and discretion as to the most expedient manner to return the juvenile to the custody of his parent, custodian, or guardian, responsible adult at home or to safe facility listed below. Factors taken into consideration are age, mental or physical competence, time of day, distance from home, and availability of a responsible person to assume custody.
- B. If proper arrangements cannot be accomplished at the scene, the officer:
1. Transports children twelve (12) years of age or under to the Children's Shelter located at 2939 W. Woodlawn Avenue.
    - a. The telephone number to the Children's Shelter is (210) 212-2500.
    - b. The Children's Shelter will accommodate all children, provided there is room.
  2. Transports juveniles eleven (11) years of age or older to Centro Seguro located at 3103 West Ave.
    - a. The telephone number to Centro Seguro is (210)-340-8090 (Option #1).
    - b. Centro Seguro accepts children in crisis, runaways, homeless and suspected sex trafficked victims. Centro Seguro will accommodate all children, provided there is room. However, Centro Seguro will scrutinize children who are suicidal, homicidal, and children who do not want to stay at Centro Seguro.
  3. If the above options have failed, contact the Juvenile Processing Office.

### **.12 MISSING JUVENILES**

- A. Missing Juveniles are handled in accordance with GM Procedure 610, *Missing Persons*.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 603 – Protective Orders/Conditions of Bond

Office with Primary Responsibility:	IDC	Effective Date: Prior Revision Date:	March 19, 2018 December 21, 2016
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, TSD, FCD, SSB	Number of Pages:	8
Forms Referenced in Procedure:	SAPD Form #2089-DV SAPD Form #2089-TA	Related Procedures:	601, 604

### .01 INTRODUCTION

- A. This procedure establishes guidelines for the proper handling of protective orders and conditions of bond, from their entry into the computer system to the disposition of violations through reports and arrests.
- B. The Texas Penal Code, Section 25.07, *Violation of Certain Court Orders or Conditions of Bond in a Family Violence, Child Abuse or Neglect, Sexual Assault or Abuse, Stalking or Trafficking Case*, authorizes the warrantless arrest of an individual in violation of a Protective Order, Magistrate's Order for Emergency Protection, a Temporary Protective Order, Condition of Bond in a Family Violence Case or Violation of a Protection Order issued out of another jurisdiction when an officer has probable cause to believe the offense has occurred. Refer to Texas CCP Chapter 14 for additional guidance.
- C. This procedure is a cooperative effort between the Patrol Division, Special Victims Unit, the Victims Advocacy Office, the Crime Scene Unit, the Service and Security Agents Office, and The Bexar County District Attorney's Office in order to:
1. Enable service providers the ability to serve a greater number of victims of family violence;
  2. Provide better customer services to victims of family violence by enabling the victims to come to the substation nearest their home to report violations;
  3. Reduce the number of family violence cases by early law enforcement intervention as well as provide services to victims of family violence in a more timely manner; and
  4. Protect victims from the likelihood of future victimization through proper enforcement of protective orders and conditions of bond.
  5. Ultimately, enable the San Antonio Police Department to file more cases for family violence and violation of protective orders with the Bexar County District Attorney's Office.
- D. If, during the investigation of a family disturbance situation, it is determined a violation of a protective order or a condition of bond has occurred, Subsection .06 of this procedure will be followed.

### .02 TERMINOLOGY (For specific use within this procedure, see Glossary)

Family Violence                      Household

### .03 TYPES OF COURT ORDERS PROHIBITING FAMILY VIOLENCE, SEXUAL ASSAULT OR ABUSE, STALKING OR TRAFFICKING

- A. *Temporary Protective Order* A temporary order entered by a court when the court finds from the information contained in an application for protective order there is a clear and present danger of family violence Sexual assault or abuse, stalking, trafficking, or other harm to the applicant sexual assault or abuse may enter a temporary order, also known as "Temporary Ex-Parte Order", for the protection of the applicant or any other member of the family or household of the applicant. This temporary protective order will only be enforceable when it has been served on the respondent. Verification of service is confirmed through the Communications Unit, information channel.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 603 – Protective Orders/Conditions of Bond*

- B. *Magistrate's Order For Emergency Protection* An emergency order entered by a magistrate directed to a person who has been arrested for an offense of family violence, sexual assault or abuse, aggravated sexual assault, stalking or trafficking, prohibiting the person from committing further acts of family violence, sexual assault or abuse, stalking or trafficking or having harassing or threatening contact or going near the protected person's residence, place of employment, child care facility, or school.
- C. *Protective Order* An order of the court directed to a person after family violence, sexual assault or abuse, stalking or trafficking has occurred issued to prevent an individual from engaging in violent or threatening acts against, harassing, contacting or communicating with a protected individual or being in physical proximity to another individual in a protected location.
- D. *Certain Court Orders or Conditions of Bond* A condition of bond set in a family violence, sexual assault or abuse, stalking, or trafficking case by the Magistrate and related to the safety of the victim or the community.

### **.04 DURATION OF PROTECTIVE ORDERS**

#### A. Temporary Orders

- 1. A temporary order is valid for the period specified in the order, but does not exceed twenty (20) days.
- 2. On the request of an applicant or on the court's own motion, a temporary order may be extended for additional twenty (20) day periods.

#### B. Magistrate's Orders For Emergency Protection

- 1. A magistrate's order for emergency protection is valid on issuance and remains in effect until the sixty-first (61st) day but not less than 31 days after the date of issuance. An order can last up to 91 days, if so ordered by the Magistrate when a deadly weapon was used or exhibited during the commission of the assault.
- 2. When additional protection is necessary, a protective order may be requested prior to the expiration of the magistrate's order for emergency protection.
- 3. Time periods will usually be specified in the magistrate's order for emergency protection.

#### C. Protective Orders

- 1. A protective order, unless otherwise specified within the order, is valid for two (2) years from the date the original order was granted by the court.
- 2. A protective order is not modified to extend its validity beyond the two (2) year period.
- 3. A protective order can last for a lifetime if there are reasonable grounds to believe that the applicant is the victim of sexual assault or abuse, stalking, or trafficking and ordered by the Court.
- 4. A protective order might also be extended if the offender was incarcerated at any time during the life of the protective order.

#### D. *Certain Court Orders or Conditions of Bond*

- 1. A court order or a condition of bond is valid until the case is adjudicated or the court order or condition of bond is rescinded.



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 603 – Protective Orders/Conditions of Bond***

### ***.05 COMPUTER SEARCHES AND LOCATIONS FOR PROTECTIVE ORDERS***

- A. Officers will be notified of the issuance of a Protective Order when a person's identity is checked using the Mobile CAD system.
- B. Officers requesting detailed information concerning protective orders, temporary orders, or magistrate's orders for emergency protection may contact the Communications Unit Information Channel to obtain information on all types of protective orders and conditions of bond in applicable cases.
- C. As a backup when the computer system is not functioning, a copy of protective orders, temporary orders, and magistrate's orders for emergency protection are kept on file in the Communications Unit.
- D. Copies of magistrate's conditions of bond in a family violence case will be handled in the following manner:
  - 1. When a person's identity is checked on a laptop, a high priority return will advise the officer of the issuance of a condition of bond associated with this person. This return will advise officers as to what specific conditions of bond has been ordered by the court.
  - 2. If the officer determines that an individual has violated the condition of bond as listed on the return, the officer or dispatcher will call the Magistrates Office at 210-335-1371 to verify the condition of bond is still active.
  - 3. If the bond is active, the officer will arrest the individual and proceed in accordance with GM 601, *Prisoners*.
  - 4. The officer will get a hard copy of the bond at the Magistrate's office and attach it to his paperwork when booking the individual.
- E. It is possible for a protective order, temporary protective order, or magistrate's order for emergency protection to exist and not be in the computer system or on file in the Communications Unit files due to a time lapse between the time an order is issued and the time it reaches the Department. In these cases the officer must see the complainant's copy of the protective order or magistrate's order for emergency protection, or temporary protective order before making an arrest. Temporary protective orders must have been served on the respondent in order to be a violation of Penal Code 25.07.

### ***.06 ARRESTS FOR VIOLATIONS OF PROTECTIVE ORDERS, CONDITIONS OF BOND, OR MAGISTRATE'S ORDERS***

- A. Notification by the Communications Unit or via an electronic return that a protective order, temporary protective order, or magistrate's order for emergency protection or a condition of bond is active and knowledge of the person involved, coupled with a violation of the order, allows an officer to arrest for violation of a protective order, magistrate's order for emergency protection or temporary protective order or condition of bond. In the case of a temporary protective order, verification of service on the respondent is required prior to arrest. Whether or not a temporary protective order has been served may be verified through the Communications Unit information channel.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 603 – Protective Orders/Conditions of Bond*

- B. Protective orders and magistrate's orders for emergency protection, and temporary protective orders or condition of bond may contain numerous prohibitive terms. Generally, a person commits a Class A misdemeanor if, in violation of a protective order or magistrate's order for emergency protection or temporary protective order or condition of bond, he knowingly or intentionally:
1. Commits family violence; (3<sup>rd</sup> degree felony PC 25.07)
  2. Communicates:
    - a. Directly with the protected individual or a member of the family or household in a threatening or harassing manner;
    - b. A threat through any person to a protected individual or member of the family or household; or
    - c. In any manner with the protected individual or member of the family or household except through the person's attorney or a person appointed by the court, if the order prohibits any communication with a member of the family or household;
  3. Goes to or near any of the following places as specifically described in the protective order:
    - a. The residence or place of employment or business of a member of the protected individual, a family or household; or
    - b. Any child care facility, residence, or school where a child protected by the protective order normally resides or attends; or
  4. Possesses a firearm.
  5. Harms, threatens, or interferes with the care, custody, or control of a pet, companion animal, or assistance animal that is possessed by a person protected by the order.
- C. If an officer, establishes probable cause to believe a person has committed an offense prohibited by Chapter 25.07 of the Texas Penal Code, *Violation of Certain Court Orders or Conditions of Bond in a Family Violence, Child Abuse or Neglect, Sexual Assault or Abuse Case, Stalking or Trafficking case*, and the offense included the use or possession of a weapon, an assault, threats of bodily injury or the offender has a history of family violence, the following shall occur:
1. The officers will arrest the offender without a warrant when the offense is committed within the officer's presence or view; or
  2. If the offender is no longer at the scene, the officer will exhaust all reasonable efforts to locate the offender and make a warrantless arrest if the offender is located. In no event should a reasonable amount of time exceed two hours.
  3. If the officer is unable to locate and arrest the offender without a warrant within a reasonable amount of time, the officer will begin efforts to secure a warrant for the arrest of the offender. Officers will include details in their offense report which reflect the efforts made to arrest the offender without a warrant, and a statement recommending a warrant of arrest be obtained for the offender. In all cases where a warrant of arrest is recommended, the officer will notify the appropriate follow up unit, and detail the name of the detective or officer contacted in the details of his offense report
- D. A reasonable effort to locate the offender will include searching for the offender at locations he is known to frequent in an effort to secure his warrantless arrest. In no event should a reasonable amount of time exceed two hours.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## ***Procedure 603 – Protective Orders/Conditions of Bond***

*NOTE: This policy does not prohibit officers from making warrantless arrests in other circumstances, where probable cause exists for the arrest of a family violence offender.*

- E. In cases where a warrant of arrest will be obtained for a violation of Texas Penal Code 25.07 officers are responsible for notifying the appropriate unit and providing that unit with the officers' report. The respective substation CRT Officers will prepare warrants during their business hours. The Special Victims Unit or Night CID Unit will prepare warrants at all other times.
- F. Officers should be aware there are private attorneys who may obtain protective orders on behalf of their clients. As a result, some protective orders may enumerate prohibited conduct which does not constitute a violation of Chapter 25.07 of the Texas Penal Code. Officers are only authorized to arrest an offender who violates a protective order by engaging in conduct prohibited by Chapter 25.07 of the Texas Penal code.
  - 1. In determining whether to arrest, with or without a warrant, officers should read the protective order carefully. Conditions listed as prohibited conduct in any protective order must also be prohibited conduct in Chapter 25.07 of the Texas Penal Code in order to constitute an arrestable offense.
  - 2. Additionally, conditions enumerated in Chapter 25.07 of the Texas Penal Code as prohibited conduct must be specifically enumerated in any protective order in order to constitute an arrestable offense.

*1st Example: If the actor drives by the neighborhood grocery store, observes the protected person's vehicle parked in the parking lot, and slashes the tires on the vehicle, there is no violation of the protective order. Even if the protective order specifically states the actor cannot cause damage to the protected person's property, this conduct is not prohibited by Chapter 25.07 and should be handled as Criminal Mischief.*

*2nd Example: The actor is in possession of a firearm when he drives by a residence where the protected person is staying temporarily. Upon examining the protective order, possession of a firearm is not listed as prohibited conduct within its body. Although Chapter 25.07 specifically enumerates possession of a firearm as prohibited conduct, because it is not enumerated in the body of the protective order, it is not a violation of that order. While the actor may be arrested for a weapons offense violation, he cannot be arrested for the violation of the protective order.*
- G. In the event the offender's conduct does not constitute a violation of Chapter 25.07 of the Texas Penal Code, the officer will handle the incident in the same manner as any civil matter.
- H. Reconciliatory actions or agreements made by the persons affected by the order, do not affect the validity of the order or the duty of a peace officer to enforce a violation of Chapter 25.07 of the Texas Penal Code. A protected person may not be arrested for a violation of the order in which they are protected.
- I. It is a Third Degree Felony if;
  - 1. The offender has previously been convicted under Chapter 25.07 two or more times or;
  - 2. Has violated the order or conditions bond by committing an assault or the offense of stalking.
- J. Persons arrested for violations of protective orders, magistrate's orders for emergency protection or temporary protective orders or violations of conditions of bond are processed in accordance with GM Procedure 601, *Prisoners*.

### ***.07 PROCEDURE FOR VIOLATIONS OF TEMPORARY PROTECTIVE ORDERS***

- A. Persons in violation of temporary protective orders shall be arrested for violations of the order.
- B. Officers, as directed by the temporary protective order, may be required to do the following:





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## *Procedure 603 – Protective Orders/Conditions of Bond*

1. To accompany the person obtaining the order to the residence covered by the order while the person takes possession of the residence;
2. If the person excluded from the residence occupies the residence, to inform the person the court has ordered the person excluded from the residence;
3. Protect the person obtaining the order while they take possession of the residence; and
4. If the person excluded from the residence refuses to vacate the residence, stand by while the person who has obtained the order takes possession of their necessary personal property.

### **.08 REPORT RESPONSIBILITIES**

- A. An offense report is prepared whether or not an arrest is made for a violation of a protective order, magistrate's order for emergency protection, temporary protective order, or condition of bond in a family violence, sexual assault, stalking or trafficking case. The offense is carried as a violation of P.C. 25.07, *Violation of Certain Court Orders or Conditions of Bond in a Family Violence, Child Abuse or Neglect, Sexual Assault or Abuse, Stalking or Trafficking case*.
  1. The court which issued the protective order is listed as the complainant;
  2. The person(s) protected by the court order is listed as either the reporting person(s) or as witness(es) to the violation of the court order;
  3. The details of the offense report list the specific violation(s) of the protective order; and
  4. A copy of the protective order, temporary protective order, condition of bond, or magistrate's order for emergency protection is attached to the copy of the offense report submitted to the Magistrate's Office.
    - a. Officers may photocopy the protective order, temporary protective order, condition of bond, or magistrate's order for emergency protection on file in the Communications Unit. In the case of temporary protective orders, officers will attach a print out of the verification of service; or
    - b. Officers may photocopy the reporting person's copy of the protective order or magistrate's order for emergency protection, which shall be returned to the reporting person before checking into service. In the case of a temporary protective order proof of service on the respondent must be included.
- B. When an arrest is made for an act of family violence, sexual assault, stalking or trafficking, the officer shall obtain necessary information to obtain a magistrate's order for emergency protection in the event the complainant, the officer, an attorney, or a magistrate requests a magistrate's order for emergency protection while the arrested person is being magistrated.
- C. Information necessary for the officer to obtain to apply for a magistrate's order for emergency protection includes the following:
  1. Names of individuals, including children, covered by the court's order (dates of birth are also necessary);
  2. Addresses and telephone numbers of residence and place of employment;
  3. Addresses and telephone numbers of child care facilities or schools attended by children; and
  4. The distance, in yards, necessary for the respondent to maintain for the protection of the victim.



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## ***Procedure 603 – Protective Orders/Conditions of Bond***

- D. Officers responding to family disturbance calls or other violent situations where family violence is evident or suspected shall comply with Procedure 604 – Family Disturbances/Violence.

### **.09 OFFICER/UEDI RESPONSIBILITIES**

#### **A. Patrol Division Officers/UEDIs**

1. Make the scene of family violence/violation of protective order or bond calls to make the appropriate report;
2. Verify through the communication unit, the validity of the protective order or the presence of a condition of bond or call the Magistrate's office at (210) 335-1371 in situations involving a violation of a condition of bond;
3. Use caution when contacting the parties. Inquire into the presence or possession of firearms.
4. If a firearm is found to be at the location and the suspect is out on bond for a family violence offense, determine if this is a violation of a court order or a condition of bond. The verification of the order can be done by contacting CRT, Special Victims Unit, or the Information Channel.
5. If a court order is found on the suspect, determine if he is in possession of a firearm.
6. If a violation of law is found, make the appropriate arrest.
7. Refer to Procedure 701, *Crime Scene Duties*, if a weapon is suspected of being used in a felony offense.
8. Place weapons taken as evidence in the property room as directed in GM Procedure 606, *Impounding Property*, if weapon is not suspected of being used in a felony offense.
9. Officers may seize firearms if there is a fear that the weapon will be used in a criminal act in the future. Officers must have the legal authority to seize firearms. Officers will refer to Procedure 502 regarding warrantless seizures. Officers should seek the guidance of their supervisor if further doubt exists.
10. Officers and UEDIs will inquire into the presence of firearms at the location and will discuss safety options with the victims and persons present at the location. Safety options include, but are not limited to, placing the firearms in the property room to prevent the suspect from gaining access to the firearms. All safety options discussed with the victim must be documented in the police report.
11. If the victim has visible injuries due to a violation of a protective order or condition of bond which included an assault, check with the dispatcher to see if a UEDI/Crime Scene Unit Investigator is available. If a UEDI/Crime Scene Unit Investigator is available, wait until the investigator is completed with the collection of any evidence, including taking pictures of the victim and his/her injuries;
12. Provide the victim of family violence with SAPD Form #2089-DV, *Domestic Violence Supplemental Form* and the SAPD Form #2089-TA, *Family Violence Threat Assessment Checklist* for the victim to complete;
13. If no UEDI/Crime Scene Unit Investigator is available, advise the victim they must report to the local substation at their earliest opportunity to have photographs taken of their injuries. Services to victims of family violence/violation of a protective order, will be provided at the substations seven (7) days a week, twenty-four (24) hours a day; and
14. Adhere to this procedure regarding arrests and information collection. Complete and file the appropriate report.

#### **B. UEDIs/Crime Scene Unit Investigators**



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## *Procedure 603 – Protective Orders/Conditions of Bond*

1. For a felony violation of a protective order or condition of a bond offense, process the scene in accordance with GM Procedure 701, *Crime Scene Duties*.
2. Upon receiving a call for misdemeanor violation of a protective order or conditions of bond involving family violence shall make the scene and contact the officer assigned the call;
3. When available, respond and take pictures of the victim and his/her visible injuries. Also, take pictures of any crime scene, if one is present;
4. Write the appropriate crime scene search report and package it along with SAPD Form #2089-DV which has been filled out and signed by the victim, to the Special Victims Unit.
5. Complete and route the SAPD Form #2089-TA *Family Violence Threat Assessment Checklist* to the CRT Office at the appropriate substation.

### C. Police Service Agents

1. When a victim of family violence/violation of a protective order or conditions of bond presents his/herself at a substation, the police service agent will first determine whether an offense report has already been made.
  - a. If no report has been made, the police service agent will have a CRT officer, if available, or an officer come in from the field to make the report.
  - b. If an offense report has been made, the police service agent will request a UEDI/ Crime Scene Unit Investigator come in from the field to take photographs and complete SAPD Form #2089-DV.
  - c. In the event that a UEDI/Crime Scene Unit Investigator is not available, the police service agent will have the victim complete SAPD Form #2089-DV and take digital pictures of the victim and his/her injuries.
  - d. The police service agent will refer to GM Procedure 408, *Digital Photography*, for handling of Digital Images.
  - e. The police service agent will then package the completed SAPD Form #2089-DV along with any photographs and route to the Special Victims Unit.
  - f. The police service agent will complete and route the SAPD Form #2089-TA *Family Violence Threat Assessment Checklist* to the CRT Office at the appropriate substation.

### D. Crisis Response Team

1. When a crisis response team member makes a location where a victim of family violence/violation of protective order/condition of bond is injured due to an assault and has not had pictures taken and/or has not filled out SAPD Form #2089-DV, the CRT shall provide the form for the victim to complete and take pictures of the victim and any injuries.
2. Digital images will be handled in accordance with GM Procedure 408, *Digital Photography*.
3. The crisis response team will route the completed SAPD Form #2089-DV and a copy of the offense report, if available, to the Special Victims Unit.
4. The CRT will complete the SAPD Form #2089-TA *Family Violence Threat Assessment Checklist* and provide for the victim's safety per the CRT Standard Operating Procedures.
5. 6. A court may order a suspect in a family violence case or a violation of a protective order, temporary ex-parte order or condition of bond order case to turn over firearms to the police department.



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## ***Procedure 603 – Protective Orders/Conditions of Bond***

7. Upon order of the Court, property room, personnel, the assigned CRT substation personnel, and the designated third party assigned by the court will coordinate the surrender of any firearms, as ordered by the court. The assigned CRT substation personnel will return the required documents to Pretrial Services, as instructed by the court.
8. Pursuant to the court order, a firearm may not be returned to a suspect except by further order of the court.

### **E. Special Victims Unit**

1. Upon receipt of the packets from the UEDIs/Crime Scene Unit Investigators, police service agents, or crisis response teams, a supervisor shall inspect the information included in the packets for completeness.
2. Cases where further information is required, shall be assigned to a detective to complete.
3. Criminal cases will be investigated in accordance with the SOP of the Special Victims Unit.
4. Should a victim of family violence/violation of protective order/condition of bond present his/herself to the Special Victims Unit, the detective with walk-in case responsibility shall handle the case according to the SOP of the Special Victims Unit.



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## Procedure 604 – Family Disturbances/Violence

Office with Primary Responsibility:	IDC	Effective Date:	June 5, 2019
		Prior Revision Date:	January 31, 2017
Office(s) with Secondary Responsibilities:	PSC, PNC, TEC, SSB, CIA	Number of Pages:	13
Forms Referenced in Procedure:	SAPD Form #2089-DV SAPD Form #2089-TA	Related Procedures:	314, 408, 601, 603, 606, 611, 701, 703, 708, 908

### .01 INTRODUCTION

Preservation of the peace in family disturbances is perhaps the most sensitive area of law enforcement and presents the greatest challenge and risk to officers. To be effective, officers must not only be cautious, but also be firm in their actions and courteous as well as tactful in their manner. Therefore, this procedure will give officers guidelines in the proper handling of family disturbances and family violence incidents.

### .02 POLICY

It is the policy of the San Antonio Police Department to respond to requests for assistance in family disturbance or family/dating violence situations in order to quell potential violence by protecting potential victims from harm, advising them of their rights, offering follow-up and social service information and services, and, when necessary, apprehending criminal offenders.

### .03 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Administrative Review	Child	Child Abuse	Dating Relationship	Dating Violence
Family Disturbance	Family Violence	Private Premises	Probable Cause	

### .04 DISCUSSION

- A. The San Antonio Police Department continues to collaborate on improving our service to victims of family violence. This begins by placing increased emphasis on our response to instances of family violence. This includes walking warrants of arrest for family violence offenders. In an effort to seek appropriate alternatives to immediately securing an arrest warrant, a decision has been reached to use the statutory arrest authority granted to Texas Peace Officers in Chapter 14 of the Code of Criminal Procedure.
- B. The Texas Code of Criminal Procedure, Article 14.03 (a) (4) authorizes peace officers to arrest without warrant, those persons who the peace officer has probable cause to believe have committed an offense involving family violence. It is not necessary the family violence offense occur within the presence of the officer. Additionally, the warrantless arrest can occur at a place and time other than the location of the offense.
- C. This procedure is a cooperative effort between the Patrol Division, the Special Victims Unit, the Victims Advocacy Section, Crisis Response Teams, the Crime Scene Unit, the Service and Security Agents Office, the Bexar County District Attorney's Office, and the Texas Department of Family and Protective Services in order to:
  1. Enable service providers the ability to serve a greater number of victims of family violence;
  2. Provide better customer services to victims of family violence by enabling the victims to come to the substation nearest their home;
  3. Reduce the number of family violence cases through early law enforcement intervention as well as provide services to victims of family violence in a timely manner;
  4. Report and investigate suspected child abuse and neglect; and
  5. Ultimately, enable the San Antonio Police Department to file more cases for family violence with the Bexar County District Attorney's Office.



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## *Procedure 604 – Family Disturbances/Violence*

- D. The procedures which follow are not intended to establish hard and fast rules on how to handle the wide variety of family quarrels. Officers must apply common sense and logic in their resolution of family disturbances and rely on this procedure for guidance.

### **.05 GENERAL PROVISIONS**

- A. If an officer establishes probable cause to believe a person has committed an offense involving family violence, and the offense includes the use of a weapon, choking of the victim or the offender has a history of family violence; officers are to make a reasonable effort to arrest the offender without a warrant. This includes searching for him at locations he is known to frequent, in an effort to secure his warrantless arrest. This policy does not prohibit officers from making warrantless arrests, in other circumstances, where probable cause exists for the arrest of a family violence offender. If a question arises as to whether an arrest should be made, officers contact their supervisors for guidance.
- B. In family violence cases where the offense included the use of a weapon, choking of the victim or the offender has a history of family violence, and the effort to arrest him/her without a warrant was not successful, officers should begin making efforts to secure a warrant of arrest for the offender when probable cause exists. Officers should include details in their offense report which reflects the efforts made to arrest the offender without a warrant, and a statement recommending a warrant of arrest be obtained for the offender.
- C. In cases where a warrant of arrest will be obtained, officers are responsible for notifying the appropriate unit and providing that unit with the officers' report. Generally, SVU or the Night CID Unit will prepare all felony warrants and CRT Detectives will prepare misdemeanor warrants. However, there could be mitigating circumstances that allow detectives to deviate from this policy when necessary and approved. These circumstances should be documented appropriately.
- D. In cases involving any felony offense where an arrest is made, or there is a suspicion of an offense involving a child victim, the Special Victims Unit or the Night CID Unit is immediately notified. Officers will contact the follow-up unit prior to the release of any witnesses, complainants and prior to the transporting and booking of the actor.
- E. Officers have several available methods of contacting the Special Victims Unit, including:
1. Contacting the Special Victims Unit detectives on the Central Patrol radio channel;
  2. Calling the Special Victims Unit office at 207-2313, 7 days per week from 0500 - 1900;
    - a. After 1900, officers may contact the NCID offices at 207-7389.
- F. Officers may contact Crisis Response Team (CRT) staff members at the respective substations via the dispatcher or by calling directly:
- Central: (210)207-7916  
East: (210)207-4013  
North: (210)207-8129  
Prue: (210)207-2201  
South: (210)207-8701  
West: (210)207-7916
- G. If a protective order or violation of family violence bond is discovered during the investigation of a family disturbance situation or if a mentally ill person is involved, officers should refer to GM Procedure 603, *Protective Orders*, or GM Procedure 611, *Mentally Ill Persons*.
- H. If it is determined a sexual assault, aggravated sexual assault or indecency with a child occurred, officers will refer to GM Procedure 703, *Handling of Sexual Assault Complaints*.



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- I. In domestic disputes, officers are frequently confronted with conditions which appear to be both civil and criminal. It should be made clear the Department does not participate in civil matters. Officers confronting civil disputes offer practical suggestions or refer the parties to the appropriate agencies, remaining aware that the objective is to restore and maintain the peace.
  1. If a responding officer believes that a domestic dispute or civil matter may potentially lead to a family/domestic violence incident, the reporting officer shall document in his report the basis for his belief.
  2. The officer shall provide a hard copy of his report to the CRT Office where the reporting officer is assigned.
- J. The Special Victims Unit shall provide family violence training to Police Service Agents, Crisis Response Teams and Crime Scene Unit Investigators.

### **.06 UNIT/OFFICER RESPONSIBILITIES REGARDING ADULT VICTIMS OF FAMILY VIOLENCE**

#### A. Patrol Division Officers:

1. Make the scene of family violence calls and identify as early as possible any complainants, witnesses (this should include both adults and children), and suspects to include in a family violence report;
2. The entire call should be captured on COBAN and Body Worn Camera's by all responding officers.
3. Use caution when approaching the scene and contacting the parties. Officers shall inquire into the presence or possession of firearms. Once the responding officer(s) is satisfied that a reported family violence scene is safe/secured, the officer:
  - a. Should determine if any person requires medical attention, and request EMS as needed. Victims of choking or strangulation should be advised to seek medical attention as needed due to symptoms can occur up to 36 hours after the incident;
  - b. With the assistance of other officers, separate possible victims, witnesses, and suspects;
  - c. Should interview all parties to assess injuries, including those that may be concealed by clothing or otherwise not readily apparent. Only female members will be authorized to view and document concealed injuries on female victims;
  - d. With the explicit consent of the complainant, shall assess the potential for further violence or injury by completing the "Family Violence Threat Assessment" checklist (SAPD form 2089-TA) for all family violence to include assault contact, terroristic threats and harassment that involves family violence. Depending on the victim's responses and the officer's professional judgment, the officer may encourage or recommend that the victim re-locate to a safe environment or may recommend other appropriate interventions. The officer should consult with on duty CRT, SVU, NCID, Victim's Advocacy Unit and/or the appropriate shelter provider for available social services or re-location options should the complainant decide to re-locate.
    - i. If a victim refuses, is unwilling, or is unable to provide responses to the "Family Violence Threat Assessment" checklist, the officer shall document the circumstances in his report and check "Refused" on the form. Victims of family violence should not feel compelled to provide responses to this questionnaire.
    - ii. If the victim(s) consents to respond to the "Family Violence Threat Assessment" checklist items, the handling officer completes the checklist, scores the responses and refers to the "Family Violence Threat Assessment Score & Responses" continuum, which is located on the back of the checklist for guidance on what recommendations to make to the victim(s). If the officer calculates





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a score of 22.5 or greater, the officer shall call the Family Violence & Prevention Services office (AKA Battered Women's & Children's shelter) at 210.733.8810 and notify staff of the situation and ask for further guidance.

- iii. The original "Family Violence Threat Assessment" checklist shall be submitted to the appropriate CRT office with a copy of the officer's report, whether or not the victim responded to the questionnaire. The officer should request of the victim to acknowledge consent or refusal to respond to the checklist by signing the checklist. No victim shall be compelled to sign the checklist if they do not wish to do so.
- e. Should the victim/complainant refuse to re-locate upon recommendation, or refuse follow-up, shelter, or other social services, the officer shall document these details in his report, using direct quotes if necessary.
- f. Shall not use mediation or encourage reconciliation at the scene as a substitute for appropriate reporting and enforcement action when physical violence has occurred.
- g. Shall provide the victim/complainant with a completed "Notice to Adult Victims of Family Violence" and should always refer the victim/complainant to CRT for misdemeanor case follow-up or the Family Violence & Prevention Services office before leaving the scene. For cases that will go to SVU, officers should advise the victim that SVU will contact them once the case is received in and is assigned to an SVU detective. If the victim has not heard from SVU within 3 days, they should contact the SVU office (210) 207-2313.
- h. May transport an ambulatory victim(s) to CRT, SVU, NCID, a designated shelter, or an alternative safe location as circumstances dictate or if a victim requests to be transported to a shelter.
  - i. The Family Violence & Prevention Services office is available 24/7, and officers are encouraged, but not required to call 210-733-8810 when transporting victims of family violence to the shelter. The Family Violence & Prevention Services office provides services only for victims of family violence and officers shall not transport individuals for merely being homeless and/or in mental health crisis.
  - ii. All officers, when transporting victims, obtain a time check from the dispatcher upon leaving the scene, upon incurring any delays along the route, and upon arrival at the destination. In addition to time checks, officers furnish their vehicle odometer reading to the dispatcher upon leaving the scene and upon arrival at the destination.
  - iii. Juvenile victims are not transported in the same police vehicle as adult victims, unless they have a husband/wife, parent/child, brother/sister or other familial relationship. Male officers transporting female juvenile victims do so only with the help of a secondary officer riding in the same police vehicle.
- 4. If a firearm is found to be at the location and the suspect is out on bond for a family violence offense, determine if this is a violation of a court order or a condition of bond. The verification of the order can be done by contacting CRT, Special Victims Unit, or the Communications Unit Information Channel.
- 5. If a protective order is found on the suspect or if the suspect is in violation of the order in any manner, determine if he is in possession of a firearm.
- 6. If a violation of law is found, make the appropriate arrest and all details of the violation shall be included in the required reports.
- 7. If a weapon is suspected of being used in a felony offense, refer to Procedure 701, *Crime Scene Duties*.



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8. Place weapons taken as evidence in the property room as directed in GM Procedure 606, *Impounding Property*, if weapon is suspected of being used in a felony offense.
9. Officers may seize firearms if there is a fear that the weapon will be used in a criminal act in the future. Officers must have the legal authority to seize firearms. Officers will refer to Procedure 502 regarding warrantless seizures. Officers should seek the guidance of their supervisor if further doubt exists. Officers should encourage the voluntary surrender of any firearm at the scene and impound the firearm(s) as personal property.
10. If the victim has visible injuries and refuses medical attention, check with the dispatcher to see if a Crime Scene Unit investigator/UEDI is available. If a Crime Scene Unit investigator is available, wait until the Crime Scene Unit investigator is completed with the collection of any evidence, including taking pictures of the victim and their injuries.
11. If a Crime Scene Unit investigator/UEDI is unavailable, advise the victim in order to file charges of assault bodily injury (family violence) against the suspect, they must report to the local substation at their earliest opportunity. Services to victims of family violence will be provided at substations seven (7) days a week, twenty-four (24) hours a day.
12. Check the suspect's criminal history to determine if a family violence felony offense or violation of condition of bond has been committed.
13. Transport complainants, suspects and witnesses to the follow up unit, when requested by the follow up unit or CRT staff.
14. Present warrants for arrest to the magistrate and properly log the warrants in with the Bexar County Sheriff's office, when instructed to do so by the follow up units.
15. Complete and file the appropriate report, and shall provide a hard copy of the report to the CRT Office where the reporting officer is assigned.

### B. UEDI/ Crime Scene Unit Investigator:

1. [SWORN] Upon receiving a call for family violence shall handle the call following the steps outlined above in .06 A. 1-15 or contact the Patrol Division officer assigned to the call;
2. When available, respond and take pictures of the victim and his/her visible injuries. If an Alternate Light Source (ALS) is needed for the processing of evidence, call ahead to ensure a Crime Scene Investigator is available for preparation of the equipment and to take the photographs. Also, process any crime scene, if one is present. When possible, photograph the suspect for either injuries or the lack thereof ;
3. Provide SAPD Form #2089-DV, *Domestic Violence Supplemental Form* to the victim for completion;
4. Write the appropriate crime scene search report and package it along with SAPD Form #2089-DV which has been filled out and signed by the victim. Route the SAPD Form #2089-DV to the Special Victims Unit and the "Family Violence Threat Assessment" checklist, SAPD Form #2089-TA, along with a copy of SAPD Form #2089-DV to the CRT Office, at the appropriate substation;
5. Occasionally, a Crime Scene Unit Investigator will go to an area substation to obtain pictures of a victim of family violence. If this occurs, they will follow Subsection.06B3-4 of this procedure.

### C. Police Service Agents:

1. When a victim of family violence presents his/herself at a substation, the Police Service Agent will first determine whether an offense report has already been made.



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2. If no report has been made, the Police Service Agent will have a Crisis Response Team (CRT) officer, if available, or an officer come in from the field to make the report.
3. If an offense report has been made, the Police Service Agent will provide the victim with SAPD Form #2089-DV and have the victim complete the form.
4. If neither a UEDI/ CSI nor CRT member are available, the Police Service Agent will take digital pictures of the victim and his/her injuries and refer to Procedure 408, *Digital Photography*, for the handling of digital images.
5. The police service agent will then package the completed SAPD Form #2089-DV along with any photographs and route all documents to the Special Victims Unit.
6. The police service agent will inform the responding officer of what actions have been taken and that the “Family Violence Threat Assessment” checklist has not been completed.

### D. Crisis Response Team:

1. When a Crisis Response Team makes a location where a victim of family violence has not had pictures taken and/or has not filled out SAPD Form #2089-DV the CRT shall provide the form for the victim to complete and take pictures of the victim and any injuries. Detectives should document all actions taken in a written report.
2. Digital images will be handled in accordance with GM Procedure 408, *Digital Photography*.
3. The Crisis Response Team will route the completed SAPD Form #2089-DV and a copy of the offense report for felony cases, if available, to the Special Victims Unit.
4. [SWORN] The CRT will complete the SAPD Form 2089-TA (Family Violence Threat Assessment) checklist and provide for the victim’s safety per the CRT Standard Operating Procedures.
5. If a warrant will be obtained for an actor for a felony offense, the Crisis Response Team will first notify the Special Victims Unit or NCID supervisor so a detective can be assigned to the follow up investigation. All documents obtained by the Crisis Response Team, including the warrant, affidavit and offense reports will be forwarded to the follow up unit for inclusion in the case filing paperwork forwarded to the District Attorney’s Office.
6. A court may order a suspect in cases of family violence, violation of a protective order, temporary ex-parte order, or condition of bond order case to turn over firearms to the police department.
7. Upon order of the Court, property room personnel, the assigned CRT substation personnel, and the designated third party assigned by the court will coordinate the surrender of any firearms, as ordered by the court. The assigned CRT substation personnel will return the required documents to Pretrial Services, as instructed by the court.
8. Pursuant to the court order, a firearm may not be returned to a suspect except by further order of the court.

### E. Special Victims Unit:

1. Upon receipt of the packets from the Crime Scene Investigators, Police Service Agents, or Crisis Response Teams, a supervisor shall inspect the information included in the packets for completeness.
2. Felony Family Violence cases will be assigned to a detective for follow up investigation per the Special Victims Unit SOP.
3. Detectives should have the victim sign a medical release form for the time period when the abuse occurred and medical treatment was provided.



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4. Should a victim of family violence present his/herself to the Special Victims Unit, the detective with walk-in case responsibility shall handle the case according to the SOP of Special Victims Unit.

### **.07 UNIT/OFFICER RESPONSIBILITIES REGARDING CHILD VICTIMS**

#### **A. Patrol Division Officers:**

1. Often, cases involving children are called in at locations other than where the suspected abuse occurred, such as a hospital or school. Officers respond to the call and immediately notify the follow up unit in accordance with Procedure 708, *Follow Up Units*.
2. Officers may interview adult suspects, but Officers will not verbally accuse, directly or indirectly, any person of causing the suspected abuse. This is done so the suspect will not become apprehensive and refuse to speak to follow up personnel after the facts of the case are collected and an interview or interrogation can occur with some degree of success.
3. Officers will ascertain, as near as possible, the location of where the suspected abuse occurred. Officers will relay the information to the follow up unit so the crime scene can be secured and processed, if possible, in accordance with Procedure GM 701, *Crime Scene Duties*.
4. Officers will notify the Texas Department of Protective and Regulatory Services through one of the following methods:
  - a. Call the specially designated Child Abuse Statewide Intake hotline number for law enforcement at 1- 800- 877-5300;
  - b. Make an online report to the Statewide Intake office by logging in to [www.reportabuse.ws](http://www.reportabuse.ws) and following the directions on the website;
  - c. Fax a copy of the officer's report to the Statewide Intake office at 1-800-647-7410.
  - d. Officers will document the reference number provided by the Statewide intake in the narrative of their offense report.
5. Officers will submit a copy of the completed report, by personal delivery, fax, or email to the specific investigating unit, which may be the Special Victims Unit and/or Night CID Unit for felonies or CRT if the incident is classified as a misdemeanor. This will be done soon as possible, but by no later than the end of their tour of duty.
6. Officers investigating an allegation of family violence that involves the discipline of a child/juvenile should make the determination if the force used was justified pursuant to Sec 9.61 of the Texas Penal Code. Officers shall not allow personal beliefs or customs regarding discipline to interfere with their legal judgment.
  - a. Officers that make a determination that the force used on the child was unreasonable, resulted in serious bodily injury, or if serious bodily injury is likely, shall contact a supervisor and the appropriate follow-up unit.

#### **B. Crime Scene Unit Investigators:**

1. Process the crime scene in accordance with Procedure 701, *Crime Scene Duties*;
2. Photograph the complainant and suspect to document any visible injuries or the lack thereof and document in the report;



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3. Collect and preserve any other evidence which may be apparent or made known to the investigator.

### C. Special Victims Unit or Night CID Unit:

1. Respond to the hospital, school or other location and contact the responding officer, when possible, on all Injury to Child with Serious Bodily Injury cases;
2. Ensure a Crime Scene Unit investigator is assigned when evidence collection or photographs are necessary; and
3. Conduct the follow up investigation per the Special Victims Unit SOP.

## **.08 RESPONSE AND APPROACH TO THE SCENE**

- A. Whenever possible, two (2) officers are dispatched on family disturbance and family/dating violence calls. An effort should be made to coordinate their arrival at the scene.
- B. The primary officer assigned the call should inquire as to the existence of any protective order or conditions of bond on file for the complainant, suspect or other known persons involved.
- C. Persons encountered in the immediate vicinity of the scene should be briefly questioned about the incident and the parties involved.
- D. Upon arrival, the officers should survey the site and the general surroundings, determine the location of the dispute, and calculate the tactics to be used relative to their safety and the safety of others.

## **.09 ENTRY INTO PRIVATE PREMISES**

- A. In the initial contact with the occupants, the officers should identify themselves and explain the purpose of their presence and then request entry. If the complainant is an occupant of the dwelling, the officers should ask to speak with him/her.
- B. Consent Entry
  1. Officers may enter the premises if consent has been given to do so. When one of the parties to a family dispute requests police intervention, the officers may enter the premises over the objection of the other party.
  2. However, when one party is locked out by the other party, the officers do not assist the evicted party in forcing entry.
  3. When officers enter a dwelling with the consent of either or both parties, and subsequently both parties request they leave, the officers will do so, unless the officers have probable cause to believe their presence is necessary to prevent family violence or to affect an arrest.
  4. When officers enter a dwelling with the consent of either or both parties, and subsequently one party requests they leave, the officers may remain over the objections of the other party, if the officers have probable cause to believe their presence is necessary to prevent family violence or to affect an arrest.
- C. Refused Entry
  1. When officers are refused entry to a residence, an attempt is made to speak with the complainant. The officers may request Communications Unit personnel to call the complainant. The objective is to ensure the safety of the persons within the dwelling.
  2. The officers should attempt to locate and interview any third party who may be a witness to the dispute to ascertain the degree of the disturbance.



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- a. If a breach of the peace occurs, the officer(s) should advise the third party of his right to file a formal complaint.
- b. If the officer(s) have probable cause to believe police intervention is necessary to prevent family/dating violence, the officer(s) should contact their supervisor. The officer(s) should move to public property and observe the premises while waiting for the arrival of their supervisor, except in exigent circumstances covered in Subsection .09D, *Forced / Emergency Entry*.

### D. Forced / Emergency Entry

1. Officers may forcibly enter a dwelling only under exigent circumstances and when sufficient probable cause exists that immediate police intervention is imperative to prevent the commission of a felony, loss of life, or serious bodily injury.
2. Officers must evaluate the following elements when considering a forced entry:
  - a. Whether parties involved in the disturbance are armed; and
  - b. Whether the probability of harm to the officers or other persons will increase by a forced / emergency entry.
  - c. Information given from the 911 call can also be used to determine exigent circumstances.

### E. Upon any type of entry, officers need to establish control of the situation by:

1. Remaining constantly alert for potential weapons; Inquire into the presence of firearms and weapons and secure weapons to protect the officers and persons present at the scene.
2. Inquiring about the nature of the dispute;
3. Determining if persons are injured;
  - a. Protecting the victim from further injury; and
  - b. Requesting medical treatment for the injured;
4. Identifying the parties involved and other persons present; and
5. Ensuring the safety of all persons by interviewing the persons in separate areas.

## **.10 NON-ARREST REMEDIES**

### A. Temporary Separation/Re-location

In situations where family/dating violence or a violation of a court order has not occurred, officers should suggest/encourage the involved parties to re-locate to a neutral location in an effort to allow the disputants time to regain their composure. Officers may provide courtesy rides to any of the parties to a local shelter, hotel, or an alternative safe location if necessary, and shall notify the dispatcher over the radio of the projected location and beginning and ending mileage of the transporting officer's police unit.

### B. Referrals / Criminal Complaints / Protective Orders





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If counseling is requested by either party involved in the dispute or if the victim requests assistance in filing a criminal complaint or obtaining a protective order, they shall be referred to the SAPD Victims Advocacy Office and/or the Family Justice Center.

- C. If chronic alcoholism is involved in the family disturbance:
  - 1. The parties may be referred to medical counsel or the appropriate social service agency; or
  - 2. The complainant may be referred to legal counsel regarding the filing of an alcoholic commitment petition.
- D. When officers are requested to enter a private premises and remain while a spouse, who is separating, removes his/her personal effects from the premises, the officers' only responsibility is to ensure neither party assaults the other.
  - 1. If a dispute arises as to what property may be removed, the officer refers the persons to their attorneys, as violation of community property rights is a civil matter.
  - 2. If one party alleges a theft or violation of a property settlement is being committed, or his/her property is being damaged or destroyed, the officer should advise the party to contact their attorney.
- E. When damage to property is threatened or has been committed, the officers do not make an arrest since a violation of community property rights is a civil matter. The officers warn the disputants such damage to property could develop into a criminal act. The officers should advise the party to contact their attorney.
- F. In situations where one spouse alleges the other is involved in a violation of morals or other lewd act with a third party, the officer cannot enter a premises to obtain evidence. There is no law making adultery a criminal offense in the State of Texas. The complainant is advised by the officers to consult an attorney.

### **.11 CUSTODIAL ARRESTS**

- A. When an assault is committed in the officers' presence, the officers shall affect an arrest.
- B. When an assault has been committed against a child and constitutes injury to a child, the officers refer to Section .07 of this procedure.
- C. When an assault has been committed prior to the officers' arrival, the officers should give strong consideration toward affecting an arrest when:
  - 1. Bodily injury resulted and the officer has probable cause to believe the actor committed the offense;
  - 2. The assault was committed with a deadly weapon or by strangulation; or
  - 3. Serious bodily injury resulted.
- D. When circumstances reasonably show threatened violence may occur; the officers may affect an arrest to prevent the threatened violence, provided the threat occurs in the officers' presence or view. Officers should remain flexible when dealing with situations involving threats only, since the resourceful application of non-arrest remedies usually enables the officers to settle the immediate dispute and minimize the possibility of violence without affecting an arrest.
- E. When physical injury is threatened against a child but has not been inflicted, the officer should inform the threatening party he will commit a felony if he carries out the threat. Officers may affect an arrest, even when the threat occurs outside of the officer's presence or view, when circumstances reasonably show it is necessary to prevent the assault. Officers will comply with Section .07 if an arrest is made.





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- F. Officers and UEDIs will inquire into the presence of firearms at the location and will discuss safety options with the victims and persons present at the location. Safety options include, but are not limited to, placing the firearms in the property room to prevent the suspect from gaining access to the firearms.
- G. Officers may affect an arrest for any other violation(s) that they have the probable cause and legal authority to make. Examples of other possible offenses that may be encountered during a Family Violence call include PC 46.04 Unlawful Possession of a Firearm and PC 42.062 Interference with Emergency Telephone Call.

### **.12 FAMILY DISTURBANCE OR FAMILY/DATING VIOLENCE CALLS INVOLVING SWORN MEMBERS**

- A. Any officer responding to a family disturbance or family/dating violence call involving a sworn member of this Department, in addition to following the guidelines listed in this procedure, shall request the presence of a supervisory officer.
- B. The supervisory officer notified of a sworn member's involvement in a family disturbance or family/dating violence call shall respond to the scene and assess the situation.
- C. If the incident warrants a custodial arrest of a sworn member, the supervisor shall notify command officers in accordance with GM Procedure 314, *Command Notification*.
  - 1. The highest ranking command officer to respond to the scene shall be the approving authority for any custodial arrest; and
  - 2. The supervisor, *in Blue Team*, shall forward copies of all offense, incident, or supplemental reports, including all details of the call, through the chain of command and to the Deputy Chief of the arrested officer.
- D. If the incident does not warrant a custodial arrest of a sworn member, the supervisor assigned to the incident shall submit copies of all offense, incident, or supplemental reports through their chain of command utilizing Blue Team in accordance with Procedure 303.09.
- E. The Internal Affairs Unit, upon receiving documentation through *Blue Team* of a sworn member being involved in family/dating violence incident, shall conduct a thorough investigation of the incident and report their findings to the Complaint and Review Board.
- F. The Internal Affairs Unit, upon receiving documentation through *Blue Team* of a sworn members being involved in family disturbance incident, shall conduct an administrative review of the incident to determine if there are disciplinary issues which need to be addressed through the Complaint and Review Board.

### **.13 SWORN MEMBERS CHARGED OR CONVICTED OF A CLASS C MISDEMEANOR CRIME OF FAMILY/DATING VIOLENCE OR WHO ARE SUBJECT TO A PROTECTIVE ORDER OR CONDITION OF BOND IN A FAMILY VIOLENCE CASE**

- A. In accordance with federal statute, it is unlawful for anyone, including a sworn member of this Department, convicted of a Class C misdemeanor crime of family/dating violence or who becomes the subject of a protective order to possess or transport any firearm or ammunition.
- B. Notification Responsibilities
  - 1. Any sworn member who becomes a suspect in a Class C misdemeanor crime of family/dating violence shall notify their immediate supervisory, in writing as soon as possible.
  - 2. Any sworn member arrested or charged with a Class C misdemeanor crime of family/dating violence shall notify the Office of the Chief in writing in accordance with Rule and Regulation 3.35.



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3. Any sworn member who becomes the subject of a protective order or condition of bond in a family/dating violence case shall immediately notify a supervisory officer in writing, who will ensure the officer is placed on administrative duty pending further investigation.
4. Any sworn member convicted of a Class C misdemeanor crime of family/dating violence or having a conviction prior to the effective date of this procedure shall immediately notify a supervisory officer who will place the officer on administrative duty in accordance with GM Procedure 908, *Mandatory Reassignment*, and pending further investigation of the conviction.

### C. Department-Issued Firearms

1. Any sworn member convicted of a Class C misdemeanor crime of family or dating violence shall immediately relinquish their department-issued firearms to their immediate supervisor if available, or any other available supervisor.
2. Any supervisory officer having knowledge of a sworn member being convicted of a Class C misdemeanor crime of family or dating violence prior to the effective date of this procedure shall relieve the sworn member of his firearm.
3. The sworn member's department-issued firearms will be taken to the Armory and Supply Office during normal business hours or placed in the Property Room during non-business hours by the supervisory officer taking possession of the firearm.

## **.14 REPORT RESPONSIBILITIES**

- A. An officer who is assigned to investigate a family disturbance or family/dating violence call shall complete the necessary documentation pursuant to Procedure 402 – *Differential Police Response*.
- B. When a Class C misdemeanor assault is committed or suspected against a family member or household member or an individual with whom the suspect has or has had a dating relationship as defined in Chapter 71 of the Texas Family Code, the offense is reported on an offense report.
  1. The offense classification is listed as “Assault / Family / Dating Violence;” and
  2. The complainant is advised to contact the Domestic Violence Court Prosecutor’s Office located in the Municipal Court Building to file charges.
- C. If the victim of Family/Dating Violence has chosen a pseudonym, the reporting officer will provide the victim with the Victims of Family Violence Pseudonym form. The officer and the victim will complete the form. The officer will provide the victim with a copy of the form and will return the original form to the Special Victims Unit or the CRT Unit at the officers’ assigned substation in person or in a sealed envelope through the departmental bin mail. When the officer faxes a copy of the offense report, the officer will also fax a copy of the pseudonym form. The original pseudonym form is still returned to the Special Victims Unit or the CRT Unit at the officers’ assigned substation in person or in a sealed envelope through the departmental bin mail.
- D. If the family disturbance or family/dating violence call involves a sworn member of this Department, all officers assigned to the call, including supervisors, shall submit reports detailing their involvement in the incident.
- E. Any supervisory officer relieving a sworn member of a firearm for a conviction of a Class C misdemeanor crime of family/dating violence shall document, through an information log in *Blue Team*, any actions taken and route the incident to the Training Academy’s Firearms Proficiency Control Officer (FPCO) as well as through their chain of command.



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- F. In accordance with the Texas Code of Criminal Procedure, Chapter 5, Article 5.05, an officer who investigates a family/dating violence allegation or who responds to a family disturbance call shall complete and submit the Texas Department of Public Safety form titled, *Family Violence Report*.
- G. In accordance with the Texas Code of Criminal Procedure, Chapter 5, Article 5.05, an officer who investigates a family/dating violence allegation or who responds to a family disturbance call involving a member of the military shall provide written notice of the incident or disturbance call to the Staff Judge Advocate at Joint Forces Headquarters or the Provost Marshal of the military installation to which the suspect is assigned.



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## *Procedure 605 – Miscellaneous Offenses and Complaint Calls*

Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	July 31, 2010 October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	9
Forms Referenced in Procedure:	SAPD Form #200-IA1 SAPD Form #300 SAPD Form #BD-1	Related Procedures:	402, 601

### **.01 INTRODUCTION**

This procedure establishes guidelines, while allowing officers maximum discretion, for the handling of a variety of miscellaneous offenses and complaint calls which make up a large percentage of the officers' workload. The procedure also establishes a process for the reporting of criminal offenses coming to the attention of Department members.

### **.02 ANIMALS**

- A. Complainants reporting noisy animals are handled under Section .08, *Noise Disturbances*, of this procedure.
- B. Deceased animals are removed from public property by the Public Works Department (complainants should call 311 for assistance). Property owners retain the responsibility of removing dead animals from their property.
- C. The Animal Care Services Department has the authority to impound any animal which:
  1. Is roaming at large;
  2. Is exhibiting symptoms of rabies:
    - a. Appearance of choking;
    - b. Dropping of the lower jaw (in dogs);
    - c. Inability to swallow, leading to drooling and foaming of saliva (i.e., "foaming at the mouth"); or
    - d. Paralysis of jaw, throat, and chewing muscles.
  3. Has been abandoned by its owner:
    - a. Animals with no identification;
    - b. Animals which appear malnourished (exceptionally skinny, with extreme definition of the rib and hip area);
  4. Is described in a warrant for seizure;
  5. Has been declared dangerous by Animal Care Services;
  6. Is in danger by confinement in a parked vehicle; or
  7. Is being treated cruelly by its owner and confirmed by Animal Care Services Department.
- D. Reports of cruelty to animals require uniformed officers to initially investigate the alleged offenses.
  1. In substantiated cases, the officer requests an Animal Cruelty Specialist from Animal Care Services Department to respond to the scene and take over the investigation.



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2. In cases of animals not requiring immediate medical attention and evidence of cruelty is questionable, the officer routes a copy of the incident report to Animal Care Services Department to be forwarded to an Animal Cruelty Specialist.
- E. Animal Cruelty Specialists who are employed by the City and assigned to Animal Care Services Department are **not** certified Texas peace officers, and as such, **do not** have arrest authority in cases involving animal cruelty. SAPD officers and Crime Scene Unit Investigators, upon request from an Animal Cruelty Specialist, shall assist the Specialist in any case involving animal cruelty.
- F. An officer may destroy an animal when he or another person is placed in immediate danger of bodily harm.
  1. An officer may, upon the request of an owner or Animal Care Officer, and with the approval of a supervisory officer, destroy any animal which is injured beyond medical treatment, sick, or known to be rabid.
    - a. When a suspected rabid animal must be destroyed, the officer should avoid shooting the animal in the head. This is done to avoid destroying the area of the brain used to test for rabies.
    - b. When a suspected rabid animal has been destroyed the Animal Care Services Department is immediately notified and asked to pick up the carcass. The Public Works Department will be contacted for all other destroyed animals.
  2. The Animal Care Services Department will be called when animals are not destroyed, only wounded. This includes animals that run away. However, an officer must make a reasonable attempt to notify the animal's owner.
  3. An officer who discharges his weapon to destroy any animal immediately notifies the Communications Unit and his supervisor. Copies of the incident report are submitted to the officer's Division Commander, through the officer's chain of command.
  4. The officer's supervisor will attach to the officer's report a SAPD Form 200-IA1, *Preliminary Investigation Cover Sheet*, and submit a report indicating whether the officer followed all Department Policies and Procedures and his or her recommendation.

### **.03 BURGLARY/ROBBERY ALARMS - OPEN DOORS AND WINDOWS**

- A. An officer responding to a burglary or robbery alarm where a point of entry has been located or a call for open doors or windows where it appears an entry has been made, should take the following actions:
  1. Immediately notify the dispatcher;
  2. Assume the most tactically advantageous position until a cover officer arrives;
  3. Request a K-9 Detail officer, who directs the movements of officers going into a building;
  4. If a K-9 Detail officer is not available, a building search is made, taking precautions not to destroy any evidence;
  5. Unless exigent circumstances exist, no officer enters any structure suspected of being burglarized without a cover officer. If entry must be made, the dispatcher is notified;
  6. Attempt to reach the owner by telephone. If the owner cannot be located, the officer secures the building to the best of his ability and leaves written notification for the owner; and
  7. Should an owner or alarm company representative arrive at the location, officers assist in a security check of the building.



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- B. If either the owner or alarm company representative notifies the dispatcher they have arrived at the location after officers have departed, the dispatcher, upon request, sends an officer to assist in a security check of the building.
- C. The appropriate written or N-Code report is made on each call. Copies of written reports are forwarded to the appropriate follow-up unit.

#### **.04 DISABLED OR ELDERLY PERSONS**

- A. This section is designed to facilitate the handling and disposition of those situations involving disabled or elderly persons requiring social services.
- B. Police officers may become involved in situations concerning the safety and welfare of disabled persons and the elderly.
- C. One of the Department's major functions includes making proper referrals to social service agencies.
- D. The Texas Department of Family and Protective Services have the primary responsibility for providing necessary treatment for disabled or elderly persons suffering from neglect and/or abuse.
- E. The following situations are representative of appropriate circumstances for referral to the Texas Department of Family and Protective Services:
  - 1. Disabled or elderly persons involved in public disturbances who are referred to the Department, and the Department is unable to substantiate a crime has occurred;
  - 2. Victims of crime who are disabled or elderly and require social services as a result of a crime;
  - 3. Disabled or elderly persons who are particularly vulnerable to crime by substandard living conditions, such as unlocked or unsecured doors and windows;
  - 4. Repeated calls by disabled or elderly persons for nonexistent or trivial incidents in which the officer suspects the complainant may suffer from disorientation;
  - 5. Disabled or elderly persons who call the police because they have repeatedly fallen in their home;
  - 6. Family violence reports involving disabled, elderly, or mentally retarded persons;
  - 7. Neighbors concerned about a disabled or elderly person in the neighborhood who is not able to care for himself or who is subjected to family violence or exploitation;
  - 8. Calls from disabled or elderly persons needing assistance with food, utilities, or other basic needs; or
  - 9. Disabled or elderly victims of violent crime (rape, assault, robbery, etc.) requiring counseling.
- F. Officers assess each situation in order to relate the precise circumstances to the Texas Department of Family and Protective Services. Officers understand the importance of protecting the dignity and independence of each complainant.
- G. Officers needing to contact the Texas Department of Family and Protective Services may obtain the numbers from the Communications Unit.
- H. Copies of all field reports related to these issues are routed to the Texas Department of Family and Protective Services and marked "Investigations."



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#### **.05 DISORDERLY CONDUCT**

- A. When an officer is confronted by a situation within the scope of the disorderly conduct statute (Texas Penal Code, Section 42.01), he first attempts to calm the situation and preserve the peace by the use of various alternatives short of arrest, such as a warning or mediation.
- B. Misdemeanor citations or custodial arrests are used in cases where the offender persists in the use of abusive language or other conduct forbidden by paragraphs 1, 2, or 5 of Section 42.01 of the Texas Penal Code. All custodial arrests for disorderly conduct must be approved by a supervisory officer prior to booking the prisoner.
- C. Any person who is under the influence of alcohol or any other substance and who is also violent, threatens to be violent, or has been involved in a disturbance is arrested for disorderly conduct, provided the facts support the arrest and a supervisory officer approves the arrest prior to booking the prisoner.

#### **.06 FIRES AND RESCUES**

- A. The primary duties of officers at the scene of fires and rescues are to help save lives as well as control crowds and traffic; however, officers also comply with Fire Department requests for assistance in other areas.
- B. The types of fire alarm calls covered by this procedure include the following:
  - 1. Still alarms: Fires where there are no immediate threats of bodily injury consists of, but are not limited to, the following:
    - a. Automobile fires;
    - b. Grass fires; or
    - c. Trash container fires.
  - 2. Regular alarms: Fires which pose a threat of bodily injury or property loss consist of, but are not limited to, the following:
    - a. Residential fires;
    - b. Other structure fires; or
    - c. Second and third alarm fires requiring additional fire units.
- C. When an officer initiates a fire alarm, he:
  - 1. Notifies the dispatcher of the location and type of fire, still or regular alarm;
  - 2. Makes a quick check for possible occupants and warns persons in the surrounding area; and
  - 3. Advises the Communications Unit to notify a supervisory officer, and if there is a need for additional officers, the locations where they are needed.
- D. If a regular alarm is initiated through the Communications Unit, an officer proceeds to the scene of the fire as a code-two emergency call.
  - 1. Marked police vehicles should not be used to barricade a street, as the vehicle may block the path of other emergency vehicles.





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2. Officers perform their assigned duties until relieved by a supervisory officer or until the fire hoses have been cleared from the street.
- E. Officers encountering fires where arson is suspected request an Arson Unit investigator to respond to the location.
  1. If the Arson Unit investigator determines the fire is the result of suspected or known arson, the Arson Unit investigator may prepare an offense report.
  2. If the cause of the fire appears to be accidental, the SAPD officer prepares an incident report and routes a copy to the Arson Unit.

#### **.07 INFORMATION RECEIVED ON CRIMINAL OFFENSES - CONTINUING DUTY TO REPORT**

Members, whether on-duty or off-duty, receiving or possessing facts or information relative to a criminal offense (Class B misdemeanor or above) shall write a report with a SAPD case number and forward the original report to the Records Office with a copy sent to the follow-up unit.

- A. This report shall be completed before the end of the member's tour of duty, if the member possessing the information is on-duty.
- B. If the member receiving or possessing the criminal offense information is off-duty, the member shall ensure the criminal offense is immediately reported upon returning to duty.
- C. Upon returning to duty, members who have received and possess facts or information on criminal offenses (Class B misdemeanor or above) will have a continuing duty to report the criminal offense as outlined in this procedure until the criminal offense has been reported.
- D. Police emergency situations and crimes in progress shall immediately be reported to the police dispatcher by the officer possessing the information.

#### **.08 NOISE DISTURBANCES**

##### A. Definitions:

1. As defined by San Antonio Municipal Code, "Noise Nuisance" shall mean any loud, irritating, vexing or disturbing sound originating from a nearby property under separate ownership which causes injury, discomfort, or distress of a person of reasonable nervous sensibilities, or any sound exceeding the maximum permitted sound levels specified in Subsections 21-52(a) (6) (b), (9-12), and 21-60(b) of Chapter 21, Art. III Div. 1.
2. "Party, Gathering, or Event" shall mean a group of five or more persons who have assembled or are assembling in a manner so as to create a substantial disturbance of the quiet enjoyment of private or public property. This includes, but is not limited to, excessive noise or traffic, fights, and/or disturbances of the peace.

##### B. Person responsible for the party, gathering or event shall mean:

1. Any adult person in actual or lawful control or possession of the premises; or
2. Any adult person who organized the party, gathering or event; or
3. The parent or guardian having custody or control of any minor responsible for the party, gathering or event regardless of whether the parent or guardian was present at the time of the party, gathering or event.

##### C. Responsibilities of officers:



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1. Officers responding to a noise complaint (non-animal) may rely on Municipal Code, Chapter 21, Art. III, *Noise*, or Texas Penal Code 42.01, *Disorderly Conduct*, (5), to address the complaint. Depending on the circumstances, the officer may address the complaint through a verbal warning or by issuing a misdemeanor citation. If the officer issues a misdemeanor citation, the officer shall attach the citation to a copy of the incident report and forward them to Municipal Court.
  - a. Noise Meter: Each Substation will have operational noise meters available for use by trained personnel.
  - b. Patrol Division Commanders will ensure various supervisors and officers at each substation are trained in the operation of the Noise Level Meters.

*Note: Training PowerPoint on noise meters: [\\fscommon\academy\\_training\](#)*
2. Officers responding to a location of an excessive noise complaint which falls under the definition of a “Party, Gathering, or Event” will be required to perform the following functions:
  - a. Determine there are at least five or more persons who have assembled and try to determine the exact number if possible;
  - b. Determine the person(s) responsible for the party, gathering or event, if possible;
  - c. Provide the responsible person with a copy of the SAPD Form #300, (Noise Ordinance) *Notice of Liability*; and
  - d. Complete an incident report to include:
    - (1) The responsible person(s), full name, Title, Race, Sex, DOB, Address and other pertinent identifiers, if necessary; in item (11) on the incident report form and uses code M – Manager/Owner;
    - (2) Address of party, gathering, or event;
    - (3) Estimated number of persons at the party, gathering or event;
    - (4) Statement indicating the officer provided responsible individual(s) with SAPD Form #300; and
    - (5) In the incident/event item (3) on the incident form enter: City Ordinance: 2007-04-05-0371 and route a copy of the report to the Alarm Unit.
3. Officers responding to a loud animal noise complaint may rely on the City Code of San Antonio, Chapter 21, Article III, *Noise*, or Chapter 5, Article VII, *Animal Nuisances*, to address the complaint. If the officer can substantiate the noise complaint, a misdemeanor citation may be issued. Otherwise, officers responding to a loud animal noise complaint shall be required to do the following:
  - a. Inform the complainants they may file a complaint with Municipal Court for violations of Chapter 5 Article VII of the San Antonio City Code dealing with animal noise nuisances. The officer shall write an incident report and include the complainant’s name, DOB and telephone number in the report. The officer shall also inform the complainant of the importance of evidence for court purposes (i.e., audio/video recordings of the alleged acts). The officer shall write the case number of the call on the bottom portion of SAPD Form #BD-1, tear off the bottom portion of the form and provide it to the complainant. **The officer shall ask the complainant to follow the directions on the form.**



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- b. The officer shall attempt to contact the person responsible for the animal creating the noise nuisance and authenticate the alleged complaint. The officer shall provide this person with the top portion of SAPD Form #BD-1. The officer shall write his/her name, badge #, date, time and case number on the form. The officer shall document his/her findings in the details of the report. This includes documenting the responsible person's name, DOB, and telephone number under "01" in the appropriate section of the incident report.
- c. If no one answers the door to the residence of the noisy animal, the officer shall affix the top portion of SAPD Form #BD-1 to the door of the residence. The officer shall document his/her name, badge #, date, time, and case number in the top portion of SAPD Form #BD-1. The officers shall document all actions taken in relation to the call in the details of the incident report and shall route a copy of the report to Municipal Court. The officer may utilize all COSA database systems to determine the responsible party.
- d. If the complainant is a "refused" complainant with no information provided to the Communication Unit clerk, and if the officer cannot hear the alleged noisy animal and finds no evidence the offense has taken place, the officer may refer to GM Procedure 402, *Differential Police Response*, and N-Code 17 the call.

#### **. 09 PUBLIC INTOXICATION**

- A. A person commits an offense if the person appears in a public place while intoxicated to the degree he may endanger himself or another. The word "intoxicated" has the same meaning assigned to it as in the Texas Penal Code.
  1. An individual arrested may be released from custody by a peace officer or magistrate if it is believed imprisonment is unnecessary for the protection of the individual or others.
  2. It is a defense to prosecution the alcohol or other substance was administered for therapeutic purposes by a licensed physician.
  3. Once a "serial inebriate" has been prosecuted and convicted on three occasions through Municipal Court, the fourth prosecution will be submitted as a Class B misdemeanor enhancement with prosecution to follow through County Court.
- B. Officers observing persons whom they believe are intoxicated should be certain the person is intoxicated and not suffering from an illness before a decision to arrest is made. In considering the degree of intoxication, officers satisfy themselves the subject should be placed in custody for his own safety or for the public's safety.
  1. When taking a person into custody for Public Intoxication, officers will:
    - a. Handcuff, search, and transport the intoxicated person in the same manner as prisoners in accordance with GM Procedure 601, *Prisoners*;
    - b. Retain custody of the intoxicated person until the accepting facility takes custody of the person.
  2. Officers will transport all non-violent adult persons (**18** years of age or older) charged with Public Intoxication, including those who are also charged with an additional Class C misdemeanor offense or who have outstanding Class C misdemeanor warrants, to the Public Safety Unit unless they meet the criteria for enhancement. See Subsection C, *Processing at the Public Safety Unit*.
    - a. The City Magistrate's Office will perform all administrative functions regarding any additional Class C misdemeanor charges or warrants. Officers will fax a copy of their incident report to the City Detention Center at 207-4383 prior to leaving the PSU.
    - b. Seventeen (17) year olds charged with Public Intoxication may be issued a misdemeanor citation and released to a parent or legal guardian or physically arrested. Officers will process all seventeen (17) year olds physically arrested for Public Intoxication at the City of San Antonio Detention Center at 401 S. Frio.



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- c. Juveniles (under 17 years of age) charged with the single offense of Public Intoxication may be issued a misdemeanor citation and released to a parent or legal guardian or physically arrested. If physical arrest is necessary, they shall be processed at the Youth Processing Office and then taken to the Bexar County Juvenile Detention Center.
- d. The Public Safety Unit will not accept anyone under the age of 18 years old, persons who are unconscious, persons who are pregnant, or persons who are overly combative.

#### C. Processing at the Public Safety Unit at 601 N. Frio

1. If the arresting officer **suspects** this arrestee has been **processed previously for Public Intoxication** (e.g. street person with obvious signs of frequent intoxication) he should phone the **PSU at (210) 246-1391 or (210) 246-1390** to check the individual's status as a "serial inebriate."
  - a. Personnel at the PSU will either direct the officer to the PSU or the Detention Center based on their records of the arrestee.
  - b. If the officer and arrestee are directed to the Detention Center, the arresting officer will process the arrestee in accordance with Subsection E, *Prisoners being magistrates*.
2. Officers taking offenders into the Public Safety Unit will enter from the Morales Street side, which is marked "Police Entrance."
  - a. Officers **will search** the intoxicated person **before they enter the Public Safety Unit (PSU)** facility and assist PSU personnel in conducting an inventory of the intoxicated person's possessions;
  - b. Officers shall sign the inventory sheet prepared by the PSU personnel and retain a copy for their report.
3. All offenders brought into the PSU must receive medical clearance. Medical clearance for offenders is available at this facility (M-F 2000 to 0800 hours, Sat. 1600 to 0800 hours, and all day Sunday). During all other times, offenders should be transported to the Triage Center located at the Crisis Care Center at 527 N. Leona Street, (210) 358-3611.
4. Once intoxicated persons are cleared for entry into the PSU, the officers may leave and resume their normal duties.
5. Officers will leave a copy of the Incident Report with the staff at the PSU, documenting all information regarding the arrest for public intoxication and any additional Class C misdemeanor charges or warrants.
6. The intoxicated person's personal property is released to personnel at the Public Safety Unit and not placed in the Property Room.
7. If medical issues are present and they are beyond the scope of the services available to the PSU, then the intoxicated person may require transportation to University Hospital or the Acute Care Clinic/Crisis Care Center located at 527 North Leona.

#### D. The Public Safety Unit will take custody of all persons arrested for public intoxication except the following:

1. Intoxicated persons under the age of 18 years old (Go to City Detention Center).
2. Intoxicated persons who are unconscious (Call EMS).
3. Intoxicated persons who are pregnant (Go to City Detention Center).
4. Intoxicated persons who are overly combative (Go to City Detention Center).



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- E. Prisoners being magistrated for Public Intoxication will be issued a misdemeanor citation with the word “Booked” written across the bottom. A copy of this citation, the incident report, the booking slip, and the Class C Complaint shall be given to Detention Center personnel.
  - 1. The incident report must contain all elements of the offense (intoxicated, in a public place, and a danger to himself and/or others). **It is of utmost importance to the prosecution for the officer to articulate how the arrestee was a danger to himself and/or others, or how the potential for danger/harm existed or was created.**
  - 2. The incident report should also indicate whether the individual was violent, causing a disturbance, abusive, passive, etc. This information assists the Detention Center personnel in processing the prisoner.
- F. If a person is intoxicated on a substance other than alcohol, such as marijuana, glue, paint, or any other drug, he is handled in the same manner as if he were under the influence of alcohol, unless probable cause warrants an arrest for another offense.
- G. Unconscious, sick, or injured prisoners are handled in accordance with GM Procedure 601, *Prisoners*.

#### **.10 REQUESTS FOR ASSISTANCE FROM PUBLIC**

- A. Requests for an officer to stand by while the complainant retrieves property, rent, children, etc. (where there is no breach of the peace) are civil matters and therefore officers generally will not be dispatched to these calls. However, if dispatched, officers shall make the call and handle the incident in accordance with all applicable policies and procedures.
- B. Requests for transportation in police vehicles are not honored. However, stranded motorists may be transported by officers to the nearest safe location with the approval of a supervisor. The dispatcher is notified when motorists are transported and a time/odometer check is made in all cases.
- C. Officers in marked police vehicles offer assistance to all stranded motorists. The primary concerns of the officers are maintaining traffic flow and the safety of the motorist. Officers in unmarked police vehicles notify the dispatcher of the locations of stranded motorists.
- D. Requests to open a locked vehicle are not honored unless an emergency situation exists where a person or animal is locked in the vehicle and threatened by injury or death.



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## Procedure 606 – Impounding Property

Office with Primary Responsibility:	SSB	Effective Date: Prior Revision Date:	July 1, 2019 December 18, 2017
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, TSD, FCD, IDC	Number of Pages:	10
Forms Referenced in Procedure:	Property Disposition Authorization Form SAPD Form #113 SAPD Form #113-2R SAPD Form #113-3	Related Procedures:	505, 601, 607, 807,

### .01 INTRODUCTION

- A. This procedure governs the custody and disposition of any property, except motor vehicles, that enters into the possession of the San Antonio Police Department.
- B. The confiscatory and custodial responsibilities of the San Antonio Police Department are used as a basis for any impoundment of property by officers of the Park, Airport and Police Department.

### .02 POLICY

All property coming into the custody or control of any officer, regardless of the classification, is placed in the Property Room no later than the end of the officer's tour-of-duty, unless disposed of in accordance with Section .14 of this procedure or GM Procedure 607, *Impounding Vehicles*.

### .03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Evidence	Extensions	Found Property	Holding Area
Impounding	Personal Property	Property Property Tag	Recovered Property

### .04 PROPERTY ROOM

- A. The Property Room is located at 555 Academic Court.
- B. The Property Room Customer Service Window will be open to the public Monday and Friday from 0745 hrs to 1600 hrs, Tuesday, Wednesday and Thursday from 1200 hrs to 1600 hrs. The Facility will be closed Saturday and Sunday and City holidays.
- C. Officers have access to secure property and evidence Monday through Friday 0745 hrs to 1630 hrs. During hours when the Property Room is closed, officers can secure property and evidence in the holding area located in the Municipal Court Building at 401 S. Frio Street.

### .05 CLASSIFICATIONS OF IMPOUNDED PROPERTY

Although currency and firearms merit special treatment, impounded property is classified into one of the following categories:

- A. Evidence;
- B. Found property;
- C. Personal property;
- D. Detectives with primary case responsibility may reclassify impounded property as needed during the investigative process. All other investigative personnel must have prior approval by a supervisor.



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## *Procedure 606 – Impounding Property*

### **.06 MEMBERS RESPONSIBILITIES WHEN IMPOUNDING PROPERTY**

- A. Members who are authorized to receive or confiscate property only do so if a legitimate police purpose exists.
- B. When impounding property into the Property Room, members will:
  - 1. Complete SAPD Form #113, *Receipt for Property*, in triplicate, for any property received or confiscated from an individual. SAPD Form #113 is routed as follows:
    - a. Original to Records Office;
    - b. A copy to the person from whom the property is taken; and
    - c. A copy to the appropriate investigative follow-up unit.
  - 2. Members attach a copy of a report to the property tag and forward a copy to the appropriate follow-up unit.
  - 3. Refer to GM Procedure 607, *Impounding Vehicles*, for disposition of personal property found in locked vehicles or when impounding vehicles for failure to provide “Proof of Financial Responsibility” (lack of insurance).
  - 4. Send a report to the Medical Examiner's Office for any impounded evidence requiring tests.
  - 5. UEDIs/Crime Scene Unit Investigators will place evidence which is wet or damp with body fluids in the Drying Room, avoiding cross contamination with other evidence (IAW with Patrol/CSI SOP). Officers below the rank of Detective-Investigator impounding this same type of evidence will mark the evidence with biohazard stickers and place it in a locker.
  - 6. Place hypodermic needles in protective containers.
  - 7. Place perishable items in the refrigerator.
  - 8. Fixed blade knives must be covered in cardboard and taped prior to packaging.
  - 9. Currency will be impounded in a “Currency Evidence Bag” with denominations, extensions, total amount and officer’s signature noted. The bag will remain sealed from time of impound to final disposition. Property room personnel will NOT verify count.
  - 10. All BIO-HAZ material must be marked with stickers provided.

### **.07 BARCODING AND PROPERTY TAGS**

- A. Property is impounded using FileOnQ barcode system. This is accessible at the work stations located in the Property Room receiving area.
  - 1. Property “K-Tags” will be used to impound property and evidence (except controlled substance). ***Only when the system is down.***
  - 2. Property “E-Tags” will be used to impound controlled substance. ***Only when the system is down.***
- B. It is an officer’s responsibility to ensure access by maintaining an active City Network account. Accounts can be reactivated by contacting ITSD at 207-8888. They are available twenty-four (24) hours a day seven (7) days a week.
- C. Should an officer have difficulty gaining access to the FileOnQ program during normal hours of operation, a Property Room staff member can assist. Should this occur during off hours they will notify the Communications Unit Supervisor at 207-7550.





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## *Procedure 606 – Impounding Property*

- D. Instructions for initial log-on to FileOnQ and entering property into the database are available at <http://sapdweb> under “Property Instructions”. All applicable data fields must be completed.
- E. The following items must have individual barcodes:
  - 1. Narcotics: Each type of narcotic must be represented by an individual barcode. This includes different type narcotics within the same case number.
  - 2. Firearms: Each firearm must be represented by an individual barcode. This includes firearms within the same case number.
  - 3. Currency: Currency must be represented by an individual barcode.
  - 4. Articles: Any item containing a serial number either factory or owner applied.
  - 5. Jewelry: All jewelry and small items of value must be represented by an individual barcode.
- F. If multiple items of one (1) classification of property cannot be secured together, plain manila colored tags will be used to attach the barcodes to the remaining items.
- G. For multiple items of more than one (1) classification of property (i.e., evidence, found, personal) a separate barcode will be created for each classification of property.
- H. When impounding property which is taken from different individuals, a separate barcode is used for the property from each person.
- I. In the event the barcode system is not functioning, officers will complete a K-tag for general property and/or an E-Tag for narcotics. Property Room personnel will key the data when the system returns to normal operation.

### **.08 SECURING PROPERTY**

- A. All property impounded into the Property Room will be secured in lockers, cages, refrigerators, or safes depending on the type and size of property impounded. In the event locker space is not available, all overflow personal and found property only, will be placed in the overflow container. Property shall never be stored on the processing tables.
  - 1. Firearms shall be secured in lockers.
  - 2. Property too large for lockers will be secured in cages.
  - 3. Property needing to be refrigerated will be secured in refrigerators.
  - 4. Controlled substances will be secured in the narcotics safe.
  - 5. All evidence will be secured with evidence tape provided, when possible.
- B. When any evidence impounded after normal business hours is too large to be placed in a secured container within the Holding Area or the evidence falls under any category listed in Section .14 of this procedure, the officer or Crime Scene Unit investigator shall notify the Communications Unit supervisor and request an off-duty member of the Property Room return to duty to open the Property Room and take charge of the evidence.
- C. When evidence is too large or too heavy to be secured in the Property Room it shall be taken to the Vehicle Storage Unit for secure storage. See Subsection .12G of this procedure for dimensions and weights.



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 606 – Impounding Property***

### ***.09 IMPOUNDING RECOVERED STOLEN AND FOUND PROPERTY***

- A. All officers recovering stolen property will make a reasonable attempt to release the property to the owner or an authorized agent in accordance with section .16 of this procedure. If the owner cannot be contacted or the property is not released at the scene, officers will impound the property as follows:
  - 1. Impound the property using the FileOnQ category PERSONAL PROPERTY.
  - 2. Enter the owners name and address on the owner's fields. These fields enable property room staff to directly contact the owner and release the property directly to them or their agent
- B. All officers seizing suspected stolen property for which an owner cannot be immediately identified shall impound the property using the FileOnQ category FOUND PROPERTY. The EVIDENCE category will not be used for found property.
- C. Officers should only use the FileOnQ category EVIDENCE for recovered stolen property when directed by follow up personnel. The EVIDENCE category will not be used for found property.

### ***.10 IMPOUNDING FIREARMS***

- A. All handguns **MUST** be stored with a tie-wrap inserted through the chamber and barrel to visually indicate that the weapon is clear of any ammunition.
- B. Semi-auto handguns **WILL NOT** be stored with the slide lock open.
- C. Officers are responsible for the proper and safe handling of all firearms to be impounded.
- D. All impounded firearms must have a separate barcode.
- E. Loaded firearms, with the exception of jammed firearms, are not taken into the Property Room.
- F. Officers unfamiliar with the unloading process of a firearm shall contact a supervisor, a Crime Scene Unit investigator, a UEDI, or the Armorer.
- G. Jammed firearms are processed as follows:
  - 1. Place small firearms in an envelope marked "JAMMED – LOADED FIREARMS" and secure it in a small locker. Note the firearm make, model, and serial # on the envelope.
  - 2. Tag large firearms with a plain manila colored tag marked "JAMMED – LOADED FIREARM" and secure in a long locker.
- H. All loose ammunition **MUST** be separated from the weapon when packaged.

### ***.11 IMPOUNDING CONTROLLED SUBSTANCES***

- A. All narcotics impounded must have a separate barcode. Cases containing several types of controlled substances (i.e., cocaine, methamphetamine, and heroin) require each type have a separate barcode.
- B. A narcotics safe with a deposit-drop entry is used to impound all controlled substances.
  - 1. Officers may secure Narcotics and Narcotics Paraphernalia Evidence, associated with Cite and Release, at substations where narcotics safes are installed.



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2. Officers should use clear packaging tape when putting Cite and Release evidence in the temporary storage vaults to prevent cross contamination and/or loss of evidence as well as to reduce venting (odor or smell) of packaged evidence.
- C. Lockers labeled “NARCOTICS” are used to impound controlled substances too large for the safe.
- D. Water and all other fluids of a non-evidentiary nature, such as water contained inside of drug paraphernalia commonly known as, a “bong” or a “water pipe,” will be drained prior to being brought into the Property Room.

### **.12 USE OF THE AMMUNITION/FIREWORKS STORAGE MAGAZINES AT SUBSTATIONS**

- A. Ammunition/fireworks storage magazines are available at ~~to~~ each substation for officers to impound non-evidence firearms ammunition and fireworks.
  1. Substation ammunition/fireworks magazines will be used to store only fireworks and ammunition which are in good condition. No corroded, damaged, improvised, or deteriorated ammunition/fireworks, fuels, powders, explosives, or suspected explosives will be stored within the magazines.
  2. There shall be no flames or smoking permitted within the posted (25) feet of substation ammunition/fireworks magazines.
  3. A written inventory sheet documenting the date, time, case number, item description, and officer’s name and badge number when items are placed into the magazines will be kept by the Station Commander or designee. The storage of ammunition and/or fireworks in the magazine shall be documented in the officer’s incident/offense report.
  4. A key to substation ammunition/fireworks magazines will be provided to each substation and will be maintained by the Station Commander or designee to allow officers entry into the magazine.
  5. Substation ammunition/fireworks magazines will be cleared out by Bomb Squad personnel once every calendar quarter, and one week after July 4<sup>th</sup> and January 1<sup>st</sup> each year.
  6. A set of keys to all substation ammunition/fireworks magazines will be maintained by Bomb Squad personnel.
  7. Bomb Squad personnel should be called out to the scene to recover any explosives, suspected explosives, corroded, damaged, improvised, or deteriorated ammunition/fireworks, fuels or powders.
  8. Ammunition classified as evidence shall continue to be placed into the Property Room. Fireworks classified as evidence shall be photographed, in accordance with GM Procedure 505, *Misdemeanor Citation Release*, prior to being placed into the ammunition/fireworks magazines.
  9. Questions concerning the storage magazines should be made by calling Bomb Squad personnel at 207-7559. After hours, the Bomb Squad can be contacted through the Dispatch Supervisor at 207-7550.

### **.13 PROPERTY RESTRICTED FROM THE PROPERTY ROOM**

- A. Evidence or other property gathered from the scene of a known or suspected biological, chemical, or nuclear terrorist event. Evidence or other property associated with these events is gathered and maintained by the San Antonio Fire Department’s Hazardous Materials Response Team or Arson Unit, or the San Antonio Police Department Bomb Squad.
  1. Unopened suspicious letters are disposed of in accordance with GM Procedure 807, *Terrorism Preparedness*, Subsection .09, *Response for a Suspicious Letter or Package*, and are not placed into the Property Room.



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- B. Chemicals, equipment, and paraphernalia used in clandestine laboratories for the manufacture of illegal narcotics. The Narcotics Unit shall be notified of the discovery of suspected clandestine narcotics labs. This unit has personnel specially trained to handle these types of incidents.
- C. Motor vehicles and motor vehicle parts.
- D. The Bomb Squad takes custody of explosives and combustibles. Fireworks and ammunition should be impounded in the substation ammunition/fireworks storage magazines, following the procedures listed in subsection .11 of this procedure. Containers which contain combustibles such as gasoline and butane are impounded at the Vehicle Storage Unit.
- E. Live animals are transported to the Animal Care Services Department by Animal Care Services Department personnel.
- F. Body parts, human or animal, are taken to the Medical Examiner's Office.
- G. Property measuring over eight (8) feet in length/height or weighing over two hundred (200) pounds is taken to the Vehicle Storage Unit.

### **.14 AFTER HOURS ENTRY INTO PROPERTY ROOM HOLDING AREA**

- A. Entry into the Property Room Holding Area after regular business hours is allowed, provided the authorized members:
  - 1. Contact the Security Systems Desk using the phone located at the West entrance to the Property Room;
  - 2. Identify themselves by giving their name, badge number, and any other identifying information required by Security Systems Desk personnel; and
  - 3. Be responsible for the security of the Holding Area.
- B. Security Systems Desk personnel will maintain a log of after-hours entries.

### **.15 EMERGENCY OPENING OF PROPERTY ROOM AFTER REGULAR BUSINESS HOURS**

Officers/UEDIs and Crime Scene Unit Investigators will contact the Communications Unit Supervisor and request Property Room personnel return to open the property room after regular business hours under the following circumstances:

- A. Large amounts of cash (in excess of \$5,000.00) at the discretion of the field supervisor;
- C. Large amounts of weapons are seized and cannot be stored in the provided lockers;
- D. Large amounts of narcotics/controlled substances seized that cannot be stored in the provided lockers;
- D. The volume of impounded property is such it cannot be held in the Holding Area;
- E. A Supervisor determines property is too important to be held in the Holding Area; or
- F. The entrance to the Holding Area is impaired due to mechanical or electrical malfunction.

### **.16 RELEASING PROPERTY TO OWNER IN LIEU OF IMPOUNDING**

- A. Property may be released to the owner or his representative at the scene of a recovery under the following circumstances:



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1. The property is recovered by the owner or his representative;
  2. The property consists of perishable foods or commodities; and
  3. The owner can positively identify the property. The method of identification and proof of ownership must be listed in the officer's report.
- B. In felony offenses, property consisting of evidence is processed and photographed by a Crime Scene Unit Investigator prior to release.
- C. In misdemeanor offenses, if an arrest is made or a misdemeanor citation issued, a photograph of the property is obtained prior to releasing the property.
1. If an actor is booked, the photo is attached to the magistrate's copy of the field note offense report.
  2. If a misdemeanor citation is issued, the photo is attached to the Municipal Court copy of the misdemeanor citation.
- D. When property is released at the scene, SAPD Form #113-2R, *Release of Property*, (green form) is completed in triplicate. The officer writes the words "FIELD RELEASE" on the form and routes the form as follows:
1. The original to Records Office;
  2. A copy to the appropriate investigative follow-up unit; and
  3. A copy to the owner of the property. The owner is asked not to dispose of the property until final disposition of the case.

### **.17 TEMPORARY WITHDRAWAL OF PROPERTY FROM THE PROPERTY ROOM BY OFFICERS, CRIME SCENE TECHNICIANS AND AUTHORIZED SERVICE AGENTS**

- A. Officers/UEDEs, Crime Scene Unit Investigators and police service agents authorized by their unit supervisor may temporarily withdraw property from the Property Room, for the purposes of presentation in court or for further investigation.
- B. Officers/UEDEs, Crime Scene Unit Investigators and authorized police service agents temporarily withdrawing property from the Property Room will:
1. Request a temporary release either in person using SAPD Form #113-3, *Temporary Release of Property*, or through the use of WebView request (refer to instructions posted on <http://wppswebprod/FileShare/SOP/DocHistory/282.pdf> "FileonQ Entry Outline").
  2. Provide a copy of a subpoena duces tecum for the property, if applicable.
- C. If temporarily released property is permanently released by a follow-up unit, the detective assigned to the case will forward SAPD Form #113-2R completed, or submit a request through WebView (refer to "Property Room Instructions" posted on <http://sapdweb>).
- D. If temporarily released property is to be used for presentation in a Court, the officer, Crime Scene Unit investigator, or authorized police service agent will only release the property to an employee assigned to the court. The officer, Crime Scene Unit Investigator, or authorized police service agent will complete SAPD Form #113-2R, listing the name of the court to which the property was released. The court employee will sign the form acknowledging receipt of the property. In addition to the normal routing, the releasing officer, Crime Scene Unit Investigator, or authorized police service agent shall ensure the Property Room receives a copy of the release form.



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- E. Temporarily released property is returned to the Property Room within fourteen (14) days. If necessary, an approved extension, specifying the additional time required, is submitted to the Property Room supervisor.
- F. Property not returned to the Property Room within the specified time is considered overdue.
  - 1. When property is overdue, a notice to return the property or submit an approved SAPD Form #113-2R for the property within seven (7) days is sent to the officer, Crime Scene Unit Investigator, or authorized police service agent charged with custody of the property. A copy is sent to the officer's unit commander; and
  - 2. If there is no response to the overdue notice within seven (7) days, a second notice is sent to the officer, Crime Scene Unit investigator, or authorized police service agent, with copies to the officer's unit commander and division commander.

### **.18 DISPOSITION OF PROPERTY IN PROPERTY ROOM**

#### **A. Property Disposition Authorization Form:**

- 1. The Property Disposition Authorization (PDA) Form is a computer-generated form used to communicate between follow-up units and the Property Room for the timely disposition of stored property.
- 2. Request for final disposition PDA will be generated through the Property Management System (Evidence on Q) based on statute of limitations for the offense code associated with the case. These requests will be distributed through E-mail in PDF format as follows:
  - a. PDA's will be distributed twice a year, once in April and once in October to the second level supervisor of the follow-up unit assigned.
  - b. Supervisors will assign the appropriate personnel to research and respond as described below in this procedure.
  - c. Follow-up units will respond to 100% of all Property Disposition Authorizations issued within 60 calendar days.
  - d. Responses will be tracked by the property room through an accountability report and results will be forwarded to the Commander of each follow-up unit.
- 3. Follow-up Units/Detectives complete the PDA by logging on to <http://pswebdev/webview51/Login.aspx>, and submitting a "request" for one of the following:
  - a. "No Longer Needed as Evidence": This allows the property room to dispose of the property in the most appropriate manner.
  - b. "Hold for Further Review": This resets the property for a subsequent review in 24 months.
  - c. "Release to Owner": The detective MUST provide the owners name and ID number in the request field. The detective is responsible for contacting the owner and instructing them to contact the property room during the hours listed in section .04 of this procedure.

#### **B. Evidence:**

Evidence comes under the control of the follow-up unit having case responsibility and is released or disposed of by authority of that follow-up unit in accordance with the Texas Code of Criminal Procedure.



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### C. Found and Recovered Property:

1. Members of the Department are not entitled to any property found by them.
2. Found property, except firearms, may be claimed by the finder after one hundred twenty (120) days, provided the owner is not located and clearance is obtained from a Property Crimes detectives or the Property Room found property officer.
3. Found firearms may be claimed by the finder after one hundred twenty (120) days, provided the owner is not located, the finder has not been convicted of a crime which prohibits them from firearm possession, and clearance has been obtained from the Homicide and Property Crimes Units.

### D. Personal Property:

1. The Property Room is authorized to release all personal property, except for firearms.
2. Firearms impounded as personal property are releasable only by the Homicide Unit.

### E. Firearms, regardless of their classification will be released only with supervisory approval through one of the following processes:

1. The Detective assigned to the case must process a request through WebView (refer: //sapdweb “Property Room Instructions”); and
2. SAPD Form #113-2R must be manually completed and placed on file with the Property Room. The form is routed as follows:
  - a. Original to Records Office;
  - b. A copy to the appropriate Investigative follow-up unit, if applicable; and
  - c. A copy to the Property Room.

### F. Currency classified as evidence that is no longer needed for prosecution and is not the subject of a legal asset seizure procedure may only be released by the detective assigned to the criminal case, with supervisory approval. In his absence, the supervisor assigned to the follow-up unit may also release the currency.

1. Supervisory assignment of PDA’s for review will satisfy the case assignment and requirement.
2. With supervisory approval, the Detective assigned to the case must process the request through Web View (refer://sapdweb“Property Room Instructions”).
  - a. Detectives must record the name, date of birth, and method of identification used to identify the individual. in the remarks section to whom the currency is released along with a brief justification for release.
  - b. A Texas Driver’s License, TXID, Military ID, or another form of photo identification (and number) may be used as a method of identification.
3. Currency may be released only by the authority of a supervisor from the follow-up unit with case responsibility.

## **.18 RIGHT TO REFUSE**

- A. Property / Evidence that is impounded and found to be in violation of Procedure 606 may be rejected for correction.
- B. When items are found to be in violation of Procedure 606 and rejected for correction, they will be placed in a “Return” locker located at 401 S. Frio.





# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 606 – Impounding Property***

1. The officer and his/her supervisor will be notified by e-mail of the following:
    - a. Description of the items impounded;
    - b. The violation committed;
    - c. The return locker number in which the items are located; and
    - d. The combination/access code needed to retrieve the items. (This information will be provided only to the officer).
  2. Upon notification, the officer will return to 401 S. Frio on his/her next regular shift, retrieve the property in question and correct the violation.
  3. Once corrected, the property will be placed in a standard intake locker located at 401 S. Frio.
- C. Repeated violations or single severe incidents will be addressed through the chain of command.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 607 – Impounding Vehicles*

Office with Primary Responsibility:	SSB	Effective Date: Prior Revision Date:	November 10, 2015 December 20, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, SSD, MCC	Number of Pages:	8
Forms Referenced in Procedure:	SAPD Form #13 SAPD Form #113 SAPD Form #113-2R SAPD Form #114 SAPD Form #2091-A	Related Procedures:	504, 509, 602, 606, 701

### **.01 INTRODUCTION**

This procedure establishes guidelines for the impoundment of motor vehicles.

### **.02 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Certificate Evidence of Financial Responsibility Impounded	Insurance Motor Vehicle Uninsured Driver	Downtown Area Financial Responsibility	Minimum Coverage Proof of Insurance
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### **.03 CLASSIFICATION OF IMPOUNDED VEHICLES**

- A. Impounded for forfeiture;
- B. Impounded for evidence;
- C. Impounded as prisoner's personal property;
- D. Impounded for traffic violations;
- E. Impounded as an abandoned vehicle;
- F. Impounded as a recovered stolen vehicle; and
- G. Impounded from crash scene.

### **.04 STORAGE FACILITIES**

- A. Growdon Storage Facility – Located at 3625 Growdon Road. This facility receives all impounded vehicles, except vehicles impounded for downtown area parking violations.
- B. Storage facility belonging to the holder of the current wrecker contract. This facility receives vehicles impounded for downtown area parking violations.

### **.05 EXCLUSIVE AUTHORITY TO TOW VEHICLES**

- A. Officers have authority to impound any vehicle found parked in violation of any city ordinance related to traffic or parking, abandoned in a public place, or constitutes a traffic hazard.
- B. Exclusive authority to tow non-drivable vehicles involved in crashes is given by city ordinance to the company holding the current wrecker contract.
- C. Officers have the authority to impound the vehicle of any person driving without state mandated minimum auto liability insurance coverage. This policy allows officers the option of impounding the vehicle if a motorist, insured or not, cannot produce the required insurance documentation before being towed.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 607 – Impounding Vehicles*

1. Officers will first check for Evidence of Financial Responsibility on the vehicle, if the driver is unable to provide such proof, the officer will accept Proof of Financial Responsibility on the driver.
2. Failure to provide Evidence of Financial Responsibility provides the officer authority to impound the vehicle. (TTC 601.051 – 601.124)

### **.06 OFFICERS' RESPONSIBILITIES**

- A. Officers submit a written report, showing justification for impoundment, when impounding any vehicle, except vehicles involved in crashes or from a "0700 - 0900 or 1600 - 1800 Tow-Away-Zone" are taken to the contract wrecker company storage facility. Copies of the report are forwarded to:
  1. The Vehicle Crimes Unit; and
  2. Municipal Court, if applicable, attached to the Order of Impoundment.
- B. Officers impounding vehicles are responsible for completing the Towing Service Record (TSR). When applicable, in the remarks column the officer notes the following:
  1. Any waiting or labor time after the first fifteen (15) minutes; and
  2. The words "Hold for Municipal Court" for any vehicle impounded pursuant to an Order of Impoundment.
  3. The words "NO INSURANCE" for any vehicle impounded pursuant to TTC 601.051-601.124.
- C. Officers impounding vehicles are responsible for the vehicle and its contents. Officers will:
  1. Complete the Towing Service Record (TSR), listing any damage noted on the vehicle;
  2. Stand by at the scene until the vehicle is removed; and
  3. Impound any property, including keys, left in the vehicle, unless the tow is for failure to provide Evidence of Financial Responsibility as required pursuant to TTC 601.051. After the inventory, the driver/occupants should be encouraged to remove all personal property from the vehicle before it is towed.
  4. Property receipts will be used for all impounded property, in accordance with GM Procedure 606, *Impounding Property*. Officers are required to Complete SAPD Form #113, *Receipt For Property*, in duplicate, for any property received from an individual or Licensed Vehicle Storage Facility. SAPD Form #113 is routed as follows:
    - a. Original to Records Office;
    - b. A copy to the person from whom the property is taken.
- D. Officers inform prisoners their vehicles are impounded at the Growdon Storage Facility. If a prisoner is not booked into a detention facility, the officer will transport the driver to the Growdon Storage Facility to retrieve his vehicle.
- E. Officers inform the vehicle owners/drivers their vehicles are impounded at the Growdon Storage Facility for failure to provide Evidence of Financial Responsibility pursuant to TTC 601.051. Officers will provide the vehicle owner/driver with SAPD Form #13, *Impounded Vehicle Release*, explaining how and where to recover their vehicle.

### **.07 IMPOUNDED FOR FORFEITURE**

- A. Officers may seize and impound vehicles used or intended to be used for the illegal transportation or delivery of any controlled substance in violation of the Texas Health and Safety Code, Sections 481 or 483.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 607 – Impounding Vehicles*

- B. When impounding a seized vehicle officers will follow GM Procedure 509, *Legal Asset Seizure*, and route a copy of reports to the Legal Asset Seizure Detail.

### **.08 IMPOUNDED AS EVIDENCE**

- A. When an officer has probable cause to believe a vehicle has been used in the commission of a crime, excluding minor traffic offenses, the vehicle is impounded as evidence.
1. Under exigent circumstances a search warrant may not be necessary for impoundment of the vehicle.
  2. If the vehicle is on private property, the officer attempts to obtain permission from the owner of the property to remove the vehicle. If permission is received, the officer has the owner sign SAPD Form #2091-A, *Consent of Search of Private Premises*, and impounds the vehicle.
  3. If exigent circumstances do not exist or if the owner does not consent to a search, a search warrant is obtained in accordance with GM Procedure 504, *Execution of Search Warrants*, prior to impounding the vehicle.
- B. When a vehicle is impounded as evidence, the officer will:
1. Write "Evidence" on the TSR;
  2. Route a copy of his report to the appropriate follow-up unit; and
  3. Request a UEDI/Crime Scene Unit Investigator to process the vehicle.

### **.09 IMPOUNDED AS PRISONER'S PERSONAL PROPERTY**

- A. When a person in control of a vehicle is arrested, the officer impounds the vehicle, unless:
1. The registered owner is present and requests to drive or legally park the vehicle; or
  2. The driver is the registered owner and elects to:
    - a. Leave the vehicle legally parked; or
    - b. Release the vehicle to a licensed passenger or person at the scene. Before the vehicle is released, the person receiving the vehicle signs a property receipt.
- B. When an intoxicated person in control of a vehicle is arrested, the vehicle is impounded, unless the officer elects to release the vehicle to the registered owner or a member of the registered owner's immediate family. Before the vehicle is released, the person receiving the vehicle signs a property receipt.
- C. When a juvenile in control of a vehicle is arrested, the officer impounds the vehicle, unless the registered owner is present and requests to drive or legally park the vehicle.

### **.10 IMPOUNDED FOR TRAFFIC VIOLATIONS**

- A. Officers ticket and/or impound vehicles for any of the following traffic violations or court orders:
1. "Tow-Away-Zone" Parking Restrictions:
    - a. Vehicles in violation of downtown area "Tow-Away-Zone" parking restrictions are impounded at the storage facility of the company holding the current wrecker contract.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 607 – Impounding Vehicles*

- b. Vehicles parked in fire lanes at shopping malls are issued a ticket, but not impounded unless they are obstructing fire fighting equipment.
- 2. Traffic Hazards;
- 3. Uninsured Driver;
  - a. Driver/occupants, if 17 years of age or older, have the option of:
    - (1) Arranging for transportation of their choice. The officer should encourage and assist in making all reasonable attempts to arrange for this private transportation as the primary means of transport. Private transportation must be accomplished within the 30 minute wait-time allowed before towing;
    - (2) If transportation is not accomplished within the thirty (30) minute wait time allowed before towing the officer shall transport the individual as outlined below:
    - (3) Being taken to the nearest police substation or residence, which ever is closer;
      - (a) Requesting the officer drop them off at another location, if closer than substation or residence;
    - (4) Waiving Transportation - Released at the scene if safe to do so.
    - (5) Officers shall document every incident where the driver/occupants refuse transportation by the officer using an Incident report.
  - b. Driver/occupants under 17 years of age have the option of:
    - (1) Requesting a parent, legal guardian or custodian picks them up. The officer should encourage and assist in making all reasonable attempts to arrange for this private transportation as the primary means of transport. Private transportation must be accomplished within the 30 minute wait-time allowed before towing;
    - (2) Being returned to the Youth Processing Office if unable to locate a parent, legal guardian, or custodian;
    - (3) Being taken to their residence, if closer than the Youth Processing Office.
    - (4) Waiving Transportation – Released at the scene if safe to do so, in accordance with GM Procedure 602, *Juveniles*.
    - (5) Officers shall document every incident where the driver/occupants refuse transportation by the officer using an Incident Report
  - c. Officers transporting any individuals, male or female, will request a time check and give their vehicle odometer reading to the dispatcher upon leaving the scene and upon arrival at their destination.
  - d. The contents of the vehicle being towed must be inventoried and documented using an Incident Report.
- 4. Parked over two (2) hours on the untraveled portion of an expressway; and
- 5. Municipal Court Orders of Impoundment, provided:
  - a. The vehicle is illegally parked;
  - b. The officer has a copy of the court order; and



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 607 – Impounding Vehicles*

- c. The court order is returned to Municipal Court.
- B. If the owner of a vehicle being towed arrives at the location to claim the vehicle and the Contract Wrecker operator has attached ALL the equipment required to tow the vehicle, the vehicle is released to owner and the operator of the Contract Wrecker will be allowed to charge the vehicle's owner a "drop fee". The officer will write "DROP FEE" on the TSR. If ALL the required equipment has not been attached, no "drop fee" can be charged and the vehicle is released to the owner.
- C. When stopping persons with no proof of auto liability insurance, officers shall utilize the following procedures (via the Information Channel) to attempt to verify insurance coverage.
  1. Ask the driver for the name of the insurance company, phone number and agent's name.
  2. Contact dispatch – provide driver's name, age, insurance agency and phone number, vehicle make, model, year, VIN #, agent's name.
  3. If dispatch can verify coverage, proceed with stop; do not write ticket for no insurance coverage.
  4. If dispatch cannot verify coverage, the officer should consider the circumstances surrounding the situation before deciding if the vehicle should be towed, such as:
    - a. Physical condition of driver, (elderly, sick, etc.);
    - b. Weather conditions;
    - c. Call load;
    - d. If the driver is from out of state;
    - e. If there are small children in the car and/or the number of children;
    - f. If the driver or other occupants are disabled;
    - g. If there are animals in car;
    - h. The nature and quantity of contents in the vehicle (potential financial loss, perishable items, etc.);
    - i. Exigent circumstances;
    - j. Time of day; and
    - k. Location (desolate areas, open fields, safety issues, etc.)
  5. If the officer decides to have the vehicle towed, the officer will allow a minimum of 30 minutes, before the wrecker arrives, for the driver to provide proof of insurance. Officers will not initiate an inventory of the vehicle until after the 30 minute timeframe has elapsed. An admission to being an uninsured driver allows the officer to proceed without a mandatory waiting period.
  6. Once it has been determined the driver is uninsured, officers shall not allow vehicles to be parked instead of towed. They will either have the vehicle towed or allow the driver to proceed with the vehicle.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 607 – Impounding Vehicles

7. If an officer makes the decision not to tow an eligible vehicle because the driver fails to provide Evidence of Financial Responsibility, the officer will notify his supervisor of this decision before allowing the driver to proceed. This provides the supervisor the opportunity to review and approve those circumstances which caused the officer to decide not to tow. Nothing in this procedure requires the supervisor to make the scene to determine if a tow is required.
- D. The following N-Codes will be used on all traffic stops involving “Failure to provide Evidence of Financial Responsibility,” when the vehicle is released. Also, the sergeant authorizing the decision not to tow will have their name entered on the Dispatch N-Code card.

N-Code #	Code Description
N-Code 19	Decision Not to Tow based on <b>condition of driver</b> (elderly, sick, etc.);
N-Code 20	Decision Not to Tow based on <b>weather conditions</b> ;
N-Code 21	Decision Not to Tow based on <b>call load</b> ;
N-Code 22	Decision Not to Tow based on the <b>driver is from out of state</b> ;
N-Code 23	Decision Not to Tow based on <b>small children in the vehicle and/or the number of children</b> ;
N-Code 24	Decision Not to Tow based on if the <b>driver or other occupants are disabled</b> ;
N-Code 25	Decision Not to Tow based on the fact that there <b>are animals in vehicle</b> .
N-Code 26	Decision Not to Tow based on the <b>nature and quantity of contents in the vehicle</b> (potential financial loss, perishable items, etc).
N-Code 27	Decision Not to Tow based on <b>exigent circumstances</b> (health-care crisis, etc.);
N-Code 28	Decision Not to Tow based on <b>Time of Day</b> ;
N-Code 29	Decision Not to Tow based on <b>Location</b> (desolate areas, open fields, safety issues, etc.)

### .11 IMPOUNDED AS AN ABANDONED VEHICLE

- A. Vehicles abandoned on any public street, or any dedicated street on city property is handled as follows:
  1. SAPD Form #114, *Official Police Notice* (green sticker), is placed on the windshield; and
  2. If the vehicle remains after twenty-four (24) hours, a parking ticket is issued for "Using the Street for Storage" and the vehicle is impounded, in accordance with GM Procedure 402, *Differential Police Response* (N-Code 31).
- B. Vehicles abandoned on city-owned property other than dedicated streets are handled in the same manner as an abandoned vehicle on a public street, except no parking ticket is issued.
- C. If parked over two (2) hours on the untraveled portion of an expressway, the vehicles are impounded;
- D. If an owner returns to claim his vehicle before the vehicle has been removed, Subsection .10B of this procedure will apply.
- E. Vehicles abandoned on private property do not fall within the jurisdiction of this Department.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 607 – Impounding Vehicles*

### **.12 IMPOUNDED AS A RECOVERED STOLEN VEHICLE**

- A. The term "stolen vehicle" in this procedure refers to either a vehicle officially reported stolen to a police agency or a vehicle not yet reported stolen but whose owner or representative verbally acknowledges the vehicle is stolen.
- B. Recovered stolen vehicles used in conjunction with any serious offense are impounded. The vehicle is released only by the authority of the appropriate follow-up unit.
- C. Recovered stolen vehicles not used in any serious offense are processed as follows:
  - 1. The vehicle is processed for evidence in accordance with GM Procedure 701, *Crime Scene Duties*.
  - 2. An attempt is made to contact the registered owner by:
    - a. Having the dispatcher contact owner by phone; or
    - b. Having an officer go to the owner's residence. If no one is there, the officer leaves a message.
  - 3. The officer shall document what attempt was made to contact the owner in a written report.
  - 4. If the owner is contacted, the officer allows the owner a minimum of one (1) hour to claim his vehicle at the scene.
  - 5. When recovering a stolen vehicle from a licensed vehicle storage facility, officers are required to complete SAPD Form #113, *Receipt for Property*, in duplicate.
  - 6. Before releasing a recovered stolen vehicle, the officer requires the owner to:
    - a. Show proof of ownership;
    - b. Sign SAPD Form #113-2R, *Release of Property*; and
    - c. Contact the Vehicle Crimes Unit, if arrests were made.
  - 7. If the vehicle is not released to the owner, it is impounded.

### **.13 IMPOUNDED FROM CRASH SCENE**

- A. Vehicles involved in public property traffic crashes and are not drivable are impounded at Growdon Storage Facility, unless:
  - 1. The driver, registered owner, or a member of the registered owner's immediate family requests the vehicle be taken to a location other than the Growdon Storage Facility;
  - 2. The vehicle was legally parked prior to the crash and is not a traffic hazard; and
  - 3. The vehicle belongs to a governmental agency, is not a traffic hazard, and the agency requests to remove the vehicle by means of their choice.
- B. If a driver of a vehicle involved in a traffic crash is incapacitated, but the vehicle is drivable, the vehicle is impounded at the Growdon Storage Facility for safe keeping, unless the registered owner or a member of the registered owner's immediate family is available to drive the vehicle. Driver must show Evidence of Financial Responsibility as required pursuant to TTC 601.051 before driving away.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 607 – Impounding Vehicles*

- C. If a driver can make his vehicle drivable after minor repairs, the officer will allow the driver fifteen (15) minutes after the completion of the investigation to repair his vehicle. If the vehicle is still not drivable after that time, it is removed by contract wrecker. Driver must show Evidence of Financial Responsibility as required pursuant to TTC 601.051 before driving away.
- D. Vehicles involved in public property crashes and come to a rest on private property are removed.
- E. Vehicles involved in private property crashes and remain on private property are the responsibility of the owner to remove.

### **.14 RELOCATING IN LIEU OF IMPOUNDING**

- A. Vehicles found parked under the following circumstances are ticketed and/or relocated in lieu of being impounded:
  - 1. On parade routes - Ticketed only if parked after restrictions are posted;
  - 2. Hindering repair work by public works crew - Ticketed only if parked after restrictions are posted; and
  - 3. Blocking driveways.
- B. Vehicles are relocated in the immediate area. Officers notify the Security Desk as to the new location of the vehicle.
- C. Vehicles are impounded only if it is impractical for them to be relocated. Impractical to relocate means there is no space available in the immediate area or all parking is restricted in the immediate area.
- D. If a vehicle is impounded instead of relocated, the officer will note on the TSR whether the vehicle was parked before or after the parking restrictions were posted.

### **.15 INVENTORY AND DISPOSITION OF PROPERTY FROM IMPOUNDED VEHICLES**

- A. Officers inventory all impounded vehicles for any items of personal property. An inventory is a process for locating personal property so it can be protected while in the custody of the Department.
- B. An inventory is limited to places where a person ordinarily would store or leave items of personal property, such as:
  - 1. Passenger compartment;
  - 2. Trunk, if key is available; and
  - 3. Any open container.
- C. All personal property found during an inventory of a vehicle is listed in the details of a written report. The personal property is listed according to the location where it was found (i.e., under front seat, passenger compartment, trunk, etc.).
- D. All personal property found during an inventory of a vehicle is placed in the Property Room, except property from:
  - 1. Vehicles impounded for "0700 - 0900 or 1600 - 1800 Tow-Away-Zone" violations - Unless there is any **"Valuable Property"** in plain view inside the vehicle. If the property is not accessible or the vehicle is locked, refer to #2 below;
  - 2. Locked vehicles - If entry cannot be made, the officer inventories visible property, listing the property on the TSR and in his report. The vehicle is impounded at the Growdon Storage Facility, on Secure Row, only after a supervisor personally inspects the vehicle and authorizes the storage by signing the TSR; and
  - 3. Unlocked vehicles with bulky or excessive amounts of property - These vehicles are impounded at the Growdon Storage Facility, on Secure Row, only after a supervisor personally inspects the vehicles and authorizes the storage by signing the TSR.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 608 – Stolen Vehicle Recovery NCIC/TCIC Cancellation*

Office with Primary Responsibility:	MCC	Effective Date: Prior Revision Date:	July 06, 2016 August 31, 2012
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, SSD	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form SVA-180, SAPD Form #113-2R	Related Procedures:	607, 701

### **.01 INTRODUCTION**

This procedure establishes a systematic process for the documentation of recovered stolen vehicles, the expedient return of the vehicle to the rightful owner, evidence collection, and to ensure the cancellation of stolen vehicles in the local, state, and national computer system.

### **.02 POLICY**

Confirmation of stolen vehicle recoveries is vital to **ensure** the vehicle is properly returned to the rightful owner. Therefore, it is the policy of the San Antonio Police Department to dispatch an officer to the location of the complainant and/or recovery to provide for this confirmation, when necessary.

### **.03 VEHICLE THEFT REPORT**

#### **A. Officers responding to a theft of vehicle report will:**

1. Not take the report over the phone.
2. Confirm the ownership of the vehicle with a registration check; or
3. Take a report from any person who had legal control and custody of the vehicle if they have a **valid** identification.
4. Call the area service agent to have the vehicle entered as stolen in the NCIC/TCIC system.
  - a. The service agent will check repo files before activating a stolen in the NCIC/TCIC system.
5. Request a case number in the CAD system and submit an offense report in AFR.
6. Have the reporting person fill out SAPD Form SVA-180, *Non Consent Affidavit*, and route the form to the follow up unit.

### **.04 RECOVERIES AND DISPOSITION OF VEHICLE**

#### **A. Officers recovering stolen vehicles reported stolen under an SAPD case number will use the original case number and the original “CFS” number for the cancellation supplement report and reference the current CFS number in the narrative of the report. When utilizing the “Search CAD” option in AFR, officers shall update recovery location.**

1. Officers recovering a stolen vehicle will attempt to contact the vehicle owner and will document in their report the attempt. If the owner cannot be located, the vehicle will be impounded in compliance with GM Proc. 607, *Impounding Vehicles*. In all cases where the vehicle is released to the owner, SAPD Form #113-2R, *Release of Property* (which is green in color) is completed in duplicate. The original is placed in the report receptacle at the substation; the other is given to the complainant.
2. When conditions permit, the vehicle is processed for fingerprints before it is impounded or released, in accordance with GM Proc. 701, *Crime Scene Duties*, unless the owner of the vehicle specifically requests the vehicle not be printed.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 608 – Stolen Vehicle Recovery NCIC/TCIC Cancellation*

- B. Holds are not placed for Vehicle Crimes on stolen recovered vehicles unless authorized by a supervisor or any CID investigator.
- C. Vehicles which have been stripped of parts (engine or transmission, etc.) need to be detailed on the recovery report and e-mailed to Vehicle Crimes so the missing parts may be re-entered into the system as stolen.
- D. Officers recovering stolen vehicles when reported stolen by another agency, with or without an arrest, request a case number to be assigned to the recovery. An information report is completed if there is no arrest. An arrest report is completed if there is an arrest or additional charges after contacting a Vehicle Crimes Detective or NCID. The originating agency and originating agency's case number shall be referenced in the narrative of the report.
- E. Reports of arrests for Vehicle Theft or Unauthorized Use will be e-mailed to the Vehicle Crimes Unit at PdVehicleCrimes@sanantonio.gov.

### **.05 SERVICE AGENT/INFORMATION CHANNEL CANCELLATION**

- A. Clearing/Cancelling a local stolen vehicle.
  - 1. The recovering officer notifies the service agent for the officer's assigned service area and provides the necessary information to clear or cancel the stolen vehicle in the NCIC/TCIC and Visinet.
  - 2. The service agent shall:
    - a. Clear or cancel the stolen vehicle report for vehicles reported under a Department case number in NCIC/TCIC and Visinet.
    - b. Submits a copy of the recovery notice to Vehicle Crimes Unit and to the Terminal Agency Coordinator.
  - 3. During computer down time, the service agent responsible for clearing or canceling the local stolen vehicle shall notify the oncoming shift of the necessity to clear the vehicle from the local system or from NCIC/TCIC.
- B. Clearing/Canceling stolen vehicles from an outside agency:
  - 1. The officer recovering the stolen vehicle that is listed in the NCIC/TCIC systems as stolen from an agency other than the Department shall contact the TLETS channel in Communications;
  - 2. Officer shall provide the necessary information to the TLETS operator who will send a notification to the entering agency; and
  - 3. Upon receipt of the positive or negative confirmation, the TLETS operator shall notify the officer and submit a copy of the recovery information to Auto Theft and to the Terminal Agency Coordinator.
  - 4. During the time the computer system is down, the TLETS Operator responsible for clearing or canceling the out of jurisdiction stolen vehicle shall notify the oncoming shift of the necessity to obtain confirmation and to clear the vehicle from NCIC/TCIC.
  - 5. The recovering officer obtains the operator number of TLETS Operator or the Service Agent's badge number and records this along with the date and time of the notification in the details of his recovery report.
  - 6. The Vehicle Crimes Unit and the Terminal Agency Coordinator, upon receipt of the recovered stolen vehicle report or notification from the information channel or Security Desk, checks the information system to confirm the vehicle has been canceled as stolen.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 609 – Emergency Vehicle Response And Foot Pursuits*

Office with Primary Responsibility:	PSC, PNC, TSC, TSD, FCD, IDC	Effective Date: Prior Revision Date:	December 21, 2016 June 18, 2014
Office(s) with Secondary Responsibilities:	CTA	Number of Pages:	3
Forms Referenced in Procedure:	SAPD Form #166 AR	Related Procedures:	403, 620

### **.01 INTRODUCTION**

This procedure establishes guidelines for officers in situations necessitating the use of emergency vehicles for emergency response.

### **.02 POLICY**

- A. The Department recognizes its responsibility to apprehend criminals and to respond in an expedient manner to requests for immediate assistance to save a life or to prevent a victim from sustaining serious injury.
- B. Officers, in the emergency operation of emergency vehicles, exercise due regard for the safety of all persons, constantly aware no assignment is too important and no tasks are to be expedited with such emphasis that the basic principles of safety are jeopardized.

### **.03 DISCUSSION:**

- A. The San Antonio Police Department requires its officers to exhibit a sense of prudent judgment derived from departmental training, acquired knowledge, skills, and ability in the operation of all emergency vehicles.
- B. The sanctity of human life and individual liberties are immeasurable elements of modern society which vests police officers with the responsibility for the preservation and protection of its paramount values. In the pursuit of this responsibility, officers maintain the understanding that protection of property and apprehension of criminal offenders is subservient to the protection of life, including their own.

### **.04 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

City Vehicle	Code-One Call	Code-Two Emergency Call
Code-Three Emergency Call	Emergency Vehicle	Emergency Operation
Marked Police Vehicle	Police Vehicle	

### **.05 ENVIRONMENTAL FACTORS**

Officers operating emergency vehicles must exercise sound judgment, carefully consider the facts, and weigh the seriousness of the offense against the consequences of jeopardizing the safety of others by continually evaluating the following existing environmental factors:

1. Time of day and day of week;
2. Lighting conditions;
3. Volume of traffic, both pedestrian and vehicular;
4. Type of roadway;
5. Condition of the roadway (i.e., dry, wet, paved, or gravel);
6. Weather conditions (i.e., clear, overcast, rain, or fog);



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## ***Procedure 609 – Emergency Vehicle Response And Foot Pursuits***

7. Condition of the emergency vehicle and fleeing vehicle;
8. Speeds of the emergency vehicle and fleeing vehicle;
9. Distance to be covered;
10. Types of traffic control signals or devices; and
11. School zones or areas where large crowds gather.

### **.06 EMERGENCY RESPONSE GUIDELINES**

- A. Only emergency vehicles will be utilized for emergency operations.
- B. Officers will not drive emergency vehicles the wrong way on an expressway, an expressway exit or entrance ramp, a divided highway, or any other street or highway designated for one-way traffic.
- C. Officers will not transport prisoners, witnesses, suspects, complainants, or any person who is not a member of the Department who has not signed SAPD Form #166-AR, *Civilian Observer Authorization and Release*, when driving emergency vehicles in emergency operations.

### **.07 RESPONDING TO EMERGENCY CALLS**

- A. Authorization for Code-Two or Code-Three emergency response:
  1. Officers are authorized to make a Code-Two or Code-Three response only when assigned by the dispatcher or with verbal, on-air supervisory approval.
  2. The dispatcher shall verbally specify the response is Code-Two or Code-Three. The officer shall acknowledge in accordance with GM Proc. 403, Communications
  3. If an officer on a Code-One response determines a need to increase to a Code-Two or Code-Three response, he may only do so with verbal on air approval from a field supervisor.
  4. If information becomes available which changes the status of a response from Code-Two or Code-Three to Code-One, all officers assigned shall verbally acknowledge the change and immediately slow down to a Code-One response.
- B. Officers authorized to respond to Code-Two or Code-Three emergency calls may utilize emergency vehicles for emergency operations, provided:
  1. The emergency lights and siren are activated;
  2. The posted speed limit is not exceeded by more than ten (10) miles per hour on Code-Two calls;
  3. Officers will come to a complete stop at all traffic control devices which require a stop under normal driving conditions and in consideration to vehicular and pedestrian traffic (i.e., stop signs, red lights, and flashing red lights) and proceed when it can be done safely;
  4. Officers will reduce speed for vehicles and pedestrians at intersections marked by yield signs or yellow flashing lights and proceed when it can be done safely;
  5. Officers will reduce speed and proceed when it can be done safely when driving emergency vehicles into or through school zones during normal school hours or into areas where large crowds are known to congregate, such as city parks and outdoor public events; and



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### *Procedure 609 – Emergency Vehicle Response And Foot Pursuits*

6. Officers will exercise due regard for the safety of all persons.
- C. For an officer to respond to a Code-Two or Code-Three emergency call without using emergency lights or siren, as allowed by the Texas Transportation Code, Section 546.004, an officer must first receive verbal, on-air authorization from a supervisory officer.

#### **.08 FOOT PURSUITS**

- A. When engaging in a foot pursuit of a suspect, officers must exercise sound judgment, carefully consider the facts, and weigh the seriousness of the offense against the consequences of jeopardizing the safety of others.
- B. While engaged in a foot pursuit officers should, as soon as safe to do so, update the Dispatcher with the information.





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## *Procedure 610 – Missing Persons*

Office with Primary Responsibility:	MCC	Effective Date: Prior Revision Date:	July 06, 2016 February 17, 2015
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC	Number of Pages:	4
Forms Referenced in Procedure:	SAPD Form #2-1 SAPD Form #2-3	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes guidelines for reporting missing persons, entering information into the computer system, and the canceling of missing person reports.

### **.02 POLICY**

- A. The San Antonio Police Department investigates all reports of persons who are missing from, who were last seen in, or who are believed to be in the City of San Antonio. The Department's responsibilities include investigations into possible violations of the Texas Penal Code and the Texas Family Code.
- B. The Department also assists citizens in attempting to locate persons who are not missing, but who may be temporarily lost (i.e., motorists from out of town who are following each other and who become lost due to heavy traffic conditions).

### **.03 DEFINITIONS**

- A. "Lost Persons" means those persons temporarily separated from their party or relatives.
- B. "Missing Person" means:
  - 1. A person seventeen (17) years old or younger who has disappeared;
  - 2. A person eighteen (18) years or older whose disappearance appears to be non-voluntary; or
  - 3. An elderly or confused person who has disappeared.
- C. "Mental Health Facility Missing Persons" means a person who is receiving inpatient mental retardation services or court ordered inpatient mental health services in a mental health facility and that person leaves the facility without notifying the facility, or without the facility's consent.

### **.04 LOST PERSONS**

- A. When attempting to locate lost persons, the officer(s) assigned to the call assists the reporting party in locating the person who is lost.
- B. Should it become apparent the person cannot be located without further assistance, the officer notifies a supervisory officer concerning the situation, as a more detailed search of the area may be necessary.
- C. A supervisory officer makes a decision regarding any further disposition of the case.

### **.05 REPORTING MISSING PERSONS**

- A. All reports of missing persons are recorded on SAPD Forms No. 2-1, *Offense Report*, and No. 2-3, *Offense Continuation*.



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## *Procedure 610 – Missing Persons*

- B. Missing person reports are taken immediately with no time lapse or arbitrary waiting period required before reporting an individual missing.
- C. Missing person complaints involving a juvenile seventeen (17) years of age or younger or an elderly or confused adult are taken by a Patrol Division officer in the field. The officer assigned to the call notifies a supervisory officer of the situation, as a search of the area may be necessary.
- D. All other reports of missing persons, except persons missing from the San Antonio State Hospital, are taken, in person, by any of the following:
  - 1. Any Patrol Division officer;
  - 2. A Police Services Agent at any police substation; or
  - 3. The Missing Persons /Juvenile Processing Office.
- E. Reports of persons missing from the San Antonio State Hospital may be called in by telephone to the Missing Persons / Juvenile Processing Office.
- F. A missing persons report is not taken if a person is not missing from or last seen in the City of San Antonio.

### **.06 AMBER AND SILVER ALERT CRITERIA**

- A. Local and regional alerts will be initiated by the Missing Persons/Juvenile Processing office. Request for State Amber Alerts must meet criteria defined by DPS. The Missing Persons/Juvenile Processing Office is responsible for initiating the Amber Alert request to DPS upon meeting the below criteria.
  - 1. Is this child 17 years of age or younger, whose whereabouts are unknown, and whose disappearance has been determined by law enforcement to be unwilling, which poses a credible threat to the child's safety and health; and
    - a. If abducted by a parent or legal guardian, was the abduction in the course of an attempted murder or murder. OR
  - 2. Is this child 13 years of age or younger, who was taken (willingly or unwillingly) without permission from the care and custody of a parent or legal guardian by:
    - a. Someone unrelated and more than three years older; or
    - b. Another parent or legal guardian who attempted or committed murder at the time of the abduction?
  - 3. Is this child in immediate danger of sexual assault, death, or serious bodily injury?
  - 4. Has a preliminary investigation verified the abduction and eliminated alternative explanations for the child's disappearance?
  - 5. Is sufficient information available to disseminate to the public to help locate the child, a suspect, or the vehicle used in the abduction?
- B. Requests for State Silver Alerts must meet criteria defined by DPS. The Missing Persons/Juvenile Processing Office is responsible for initiating the Silver Alert request to DPS upon meeting the below criteria.
  - 1. Is the missing person 65 years of age or older?



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## *Procedure 610 – Missing Persons*

2. Does the senior citizen have a diagnosed impaired mental condition, and does the senior citizen's disappearance pose a credible threat to the senior citizen's health and safety? (Law enforcement shall require the family or legal guardian of the missing senior citizen to provide documentation from a medical or mental health professional of the senior citizen's condition).
3. Is it confirmed that an investigation has taken place verifying that the senior citizen's disappearance is due to his/her impaired mental condition, and alternative reasons for the senior citizen's disappearance have been ruled out?
4. Is the Silver Alert request within 72 hours of the senior citizen's disappearance?
5. Is there sufficient information available to disseminate to the public that could assist in locating the senior citizen? (Highway signs will be activated only if accurate vehicle information is available AND it is confirmed that the senior citizen was driving the vehicle at the time of the disappearance).

### **.07 ENTERING MISSING PERSON INFORMATION INTO THE COMPUTER SYSTEM**

All reports of missing persons seventeen (17) years of age or younger, elderly, confused, or whose disappearance is under suspicious circumstances are immediately called into the Missing Persons / Juvenile Processing Office for entry into the T.C.I.C. and N.C.I.C. computer system.

### **.08 SUSPECTED CRIMINAL OFFENSES**

- A. When there is reasonable suspicion that the circumstances of the missing report involves a possible criminal offense, the Missing Persons / Juvenile Processing Office will immediately contact the respective follow up unit (or NCID after normal business hours) and provide the unit with the available information. If a criminal investigation is open or will be opened, the Missing Persons / Juvenile Processing Office personnel will take direction from the follow up unit.
  1. To ensure that the integrity of a criminal investigation is not compromised, the Missing Persons / Juvenile Processing Office will closely coordinate any investigation actions with the follow up unit.
  2. If it is determined by the follow up unit that a criminal offense has not been committed, the Missing Persons / Juvenile Processing Office will continue its investigation pursuant to their SOP.
  3. If further information is obtained by the Missing Persons / Juvenile Processing Office that would tend to show that a criminal offense has occurred, the information will be forwarded to the follow up unit for subsequent review.

### **.09 CANCELING MISSING PERSON REPORTS**

- A. The cancellation of a missing person report is recorded on SAPD Form 2, *Incident Report*.
  1. A report of a missing adult is canceled when the reporting person requests the cancellation, the missing person is located by SAPD, or when the missing adult is located by another jurisdiction and notification of the location is forwarded to the San Antonio Police Department.
  2. A report of a missing juvenile is canceled only when the missing juvenile is in the custody of a law enforcement agency or the juvenile's parent/guardian.



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## *Procedure 610 – Missing Persons*

- B. When a missing person returns or is located, the officer taking the subsequent report cancels the missing person search by notifying the Missing Persons / Juvenile Processing Office as soon as possible.
- C. When a missing person from a mental health facility is located, the officer will notify the appropriate mental health facility of the patient's location. If the patient is a danger to himself or others, or if the appropriate mental health facility requests the patient be returned, the patient is transported to the appropriate mental health facility. If the officer does not know which mental health facility the patient belongs to, the officer will call the Missing Persons / Juvenile Processing Office for further assistance.
- D. When a missing juvenile seventeen (17) years of age or younger is located, the officer will notify the Parent / guardian, advising the juvenile was located. The juvenile will be taken into custody by the officer and transported to the parent/guardian.
  - 1. If the officer is unable to locate the parent/guardian, the officer will transport the juvenile to the Missing Persons / Juvenile Processing Office for assistance with placement.
  - 2. The officer shall notify the Missing Persons/Juvenile Processing Office so they can clear the missing from the system.
- E. When an out of county/state juvenile **under** seventeen (17) years of age is located, the officer will:
  - 1. Contact the TLETS channel in Communications and provide the necessary information for a message to be sent to the entering agency;
  - 2. Upon receipt of a positive confirmation the officer will transport the juvenile to the Missing Person / Juvenile Processing Office;
    - a. Officers need to get a copy of the confirmation to include with their paperwork at Bexar County Juvenile Detention.
  - 3. Upon completion at the Missing Persons/Juvenile Processing Office the officer will transport the juvenile to Bexar County Juvenile Detention.
- F. When an out of county/state juvenile seventeen (17) years of age is located the officer will:
  - 1. Contact the TLETS channel in Communications and provide the necessary information for a message to be sent to the entering agency;
  - 2. Upon receipt of a positive confirmation the officer will contact Bexar County Juvenile Detention and ask if they will accept the juvenile;
    - a. Officers need to get a copy of the confirmation to include with their paperwork at Bexar County Juvenile Detention.
  - 3. If Bexar County Juvenile Detention will **not** accept the juvenile, the officer will contact the Missing Persons/Juvenile Processing Office for assistance with finding placement.

### **.010 INFORMATION AND REQUESTS ABOUT MISSING PERSONS**

All information received on reported missing persons and any requests for information on missing persons thought to be in the City of San Antonio are forwarded to the Missing Person / Juvenile Processing Office.



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## Procedure 611 – Mentally Ill Persons

Office with Primary Responsibility:	CSB	Effective Date: Prior Revision Date:	June 5, 2019 December 18, 2017
Office(s) with Secondary Responsibilities:	CTA	Number of Pages:	10
Forms Referenced in Procedure:	SAPD Form #127-ED	Related Procedures:	502, 802

### .01 INTRODUCTION

Officers may encounter persons who exhibit symptoms of mental illness in a variety of community settings. This procedure is intended to assist officers in the evaluation, assessment, and disposition of persons (both adults & juveniles) with mental illness who are involved in a mental health crisis.

### .02 DISCUSSION

- A. Police officers must understand persons with mental illness have an illness requiring professional assistance and the officers' actions may affect the immediate behavior of a person with mental illness.
- B. Officers should attempt to carefully evaluate individuals involved in a mental health crisis and determine the best course of action to take in order to resolve the situation according to the guidelines established in this procedure and GM Procedure 802, *Unusual Occurrences and Critical Incidents*.
- C. The Department has implemented a program which provides officers the opportunity to receive specialized training in handling mental health crises. Officers who complete this training become certified as Crisis Intervention Team (CIT Officers). CIT Officers are trained in using crisis intervention techniques and skills to handle incidents involving persons with mental illness.

### .03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Credible Person	Order of Protective Custody	Critical Incident	Crisis Care Center
Mental Health Crisis	Mental Health Facility	Mentally Ill Person	Person with Mental Illness
Local Mental Health Authority	Notification of Emergency Detention	Warrantless Emergency Detention	Mental Illness Weapons Seizure

### .04 RECOGNITION OF MENTAL ILLNESS

- A. Police officers routinely encounter situations involving persons exhibiting unusual behavioral characteristics, ranging from passive to violent. Police officers must recognize symptoms which may indicate the existence of mental illness.
- B. The following are some of the symptoms commonly associated with persons with mental illness:
  - 1. Drastic mood swings or behavioral changes;
  - 2. Loss of memory;
  - 3. Thoughts of being plotted against or delusions of grandeur;
  - 4. Speaks to himself, hears voices, sees visions, or smells strange odors;
  - 5. Thinks people are watching or talking to him;
  - 6. Exhibits an extreme degree of panic or fright;



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## *Procedure 611 – Mentally Ill Persons*

7. Behaves in a way dangerous to himself or others (i.e., hostile, suicidal, makes threats towards others, etc.);
8. Poor personal hygiene or appearance; or
9. Demonstrates an unusual thought process or verbal expressions or is catatonic.

**C.** Upon recognition of a mental health crisis situation the officer's responsibilities include:

1. Maintaining a high degree of caution in dealing with the potentially unpredictable nature of persons with mental illness;
2. Protecting the general public from the actions of the persons with mental illness;
3. Protecting the persons with mental illness from his/her own actions; and
4. Providing the most effective remedy available at the time to resolve the crisis situation.

### **.05 CRISIS INTERVENTION TEAM (CIT) OFFICERS**

- A. A Crisis Intervention Team (CIT) officer is defined as any officer on the Department who has successfully completed the 40 hours Crisis Intervention Team training.
- B. CIT Officers are assigned to regular patrol duties and when available respond to situations involving persons who are experiencing a mental health crisis.
- C. The CIT Officer at the scene of a call involving a mental health crisis situation has the responsibility for handling the situation unless otherwise directed by a supervisor. The CIT Officer should ask for additional support, if necessary.
- D. CIT Officers may only take the same courses of action as other patrol officers when handling a mental health crisis. The courses of action are listed in Section .08 of this procedure.

### **.06 INITIAL RESPONSE**

**A.** Communications Unit - Dispatchers responsibilities include:

1. Attempt to determine if a service call is a mental health crisis;
2. Identify mental health crisis calls by using appropriate code; (Mental Health in Progress, Mental Health Disturbance, Mental Health Routine);
3. Assign and dispatch a CIT Officer when available, along with a cover officer, to mental health crisis situations;
4. Assign and dispatch an officer and at least one cover officer to mental health crisis situations when a CIT Officer is not available; and

**B.** Officers responsibilities include:

1. When dispatched, the officer assigned report responsibility coordinates his arrival with the cover officer;
2. If the handling officer assigned to a call is not a CIT Officer, he may request a CIT Officer respond to assist with the call;
3. When officers handling a call become aware it involves a mental health crisis, the handling officer may request a CIT Officer from the dispatcher. If a CIT Officer is available within the assigned service area, the dispatcher should dispatch the CIT Officer to the scene; and



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## *Procedure 611 – Mentally Ill Persons*

4. Upon arrival and assessment of the call, officers may request a Mental Health officer, through their dispatcher, to assist with the call. Mental Health officers may be requested for situations as outlined in Section .10 subsection F of this procedure;
5. Immediately notify a supervisor when confronted with situations which pose a potential for serious bodily injury to any person, including situations which have a potential to escalate to a critical incident.

### **.07 ARRIVAL AT THE SCENE**

- A. Circumstances permitting, the officer takes time to effectively evaluate the situation prior to taking any action. Officers should determine the best course of action to be taken, including the need for Emergency Medical Services (EMS) or Warrantless Emergency Detention.
- B. Officers should be prepared to take the appropriate tactical measures to protect themselves and others. Officers should remain aware of the location of their cover officer, along with others involved in the situation.
- C. Upon arrival at the scene, officers shall approach persons with mental illness with caution. Officers should keep these persons under close observation and speak to them in an unhurried, patient and calm manner, which is maintained throughout the incident.
- D. A frisk of the individual and a search of the immediate surrounding area are conducted, in accordance with GM Procedure 502, *Warrantless Arrests, Searches, and Seizures*, to ensure the absence of any potential weapons. Frisking and handcuffing the individual may be necessary to satisfy safety requirements.
- E. The person with mental illness should be guided to a safe and quiet area, if possible. This area should be away from other persons or things that may further incite the situation.
- F. Officers shall not force individuals to take any medications. If the individual is taken into custody, any medication being taken by the individual should be transported with the individual and released to the appropriate medical or detention personnel (this shall be documented in the report).
- G. Officers attempting to resolve a mental health crisis should rely on:
  1. Close and constant visual observation of the person experiencing a mental health crisis situation;
  2. Interviews of the person experiencing a mental health crisis situation. If possible, officers should interview relatives, friends, neighbors, or others associated with the situation;
  3. Information provided by medical and mental health professionals regarding the physical and mental health condition of the person experiencing a mental health crisis situation;
  4. Other available information sources and personnel, such as The Crisis Care Center, a CIT Officer, a field supervisor and other officers or data files; and
  5. Personal experience, training, and sound judgment.

### **.08 COURSES OF ACTION**

- A. In evaluating the person with mental illness and the crisis situation, all officers may take one of the following courses of action to resolve the situation:
  1. Contact the Mental Health Detail during their working hours, Monday through Friday through the dispatcher.
  2. Contact the Mobile Crisis Outreach Team through the Crisis Line at (210) 223-7233.





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## *Procedure 611 – Mentally Ill Persons*

3. Complete a Warrantless Emergency Detention of the adult or child:
  - a. If the patient has no medical issues and is medically stable, contact MEDCOM (24/7) at 210-233-5933 for navigation to the appropriate psychiatric facility:
    - (1) Provide patient name and DOB
    - (2) Provide location
    - (3) Notify MEDCOM if the patient is pregnant
  - b. Call EMS for an evaluation if:
    - (1) Officer believes patient needs medical assessment.
    - (2) Patient complains of medical illness.
    - (3) Patient requests a medical evaluation.
    - (4) If patient is cleared by EMS and needs to be Emergency Detained, the officer will obtain the EMS badge numbers for their report. The officer will then contact MEDCOM for navigation to the appropriate psychiatric facility as in 3. (a).
  - c. Call EMS and additional manpower for emergent response if.
    - (1) Excited Delirium, severe agitation or violent behavior
    - (2) Mental status changes or confusion (change from baseline)
    - (3) Recent trauma or overdose
    - (4) If EMS is going to transport, and the patient still needs to be Emergency Detained, the officer will follow EMS to the hospital where a Notification of Emergency Detention will be written.
4. Arrest and book the person according to procedures if the person has committed a criminal offense and the officer has a legal authority to arrest; or
  - a. With a supervisor's approval, conduct a Warrantless Emergency Detention in lieu of arrest if the person with mental illness has committed a misdemeanor criminal offense other than DWI and Family Violence. Family Violence includes Assault Bodily Injury Married/Cohabitation, Family/Household, Terroristic Threat-Family, Deadly Conduct-Family, Unlawful Restraint, Interfering with an Emergency Phone Call, Harassment, and Telephone Harassment. The officer will "SP" the person with mental illness on the correct report and notify the victim that he can pursue charges through the appropriate follow-up unit.
  - b. **IF** after an arrest, an officer is ordered by a Magistrate to conduct a Magistrate's Order for Emergency Apprehension and Detention in lieu of the arrest, the officer will "SP" the person with mental illness on the correct report. If the officer receiving the Order from the Magistrate is not the original handling officer, the second officer will write a supplemental report with the original case number and detail the non arrest, the Magistrate's Order and the disposition of the "SP" and forwards the supplement to the follow-up unit. If this is the situation, the second officer will not write a Notification of Emergency Detention (SAPD Form #127-ED). The Magistrate's Order takes the place of the application.
  - c. If any person sustained any injury during the arrest or if any use of force requiring a use of force report was necessary, the person with mental illness will be arrested. A supervisor may approve the Warrantless



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## *Procedure 611 – Mentally Ill Persons*

Emergency Detention if he/she determines this is the better course of action due to the person's mental state and need for psychiatric evaluation/treatment.

- d. Under this procedure, a person's intent to cause property damage only, is not considered a violent criminal offense if the person who committed the offense has a mental illness.
  - e. If rejected by the Crisis Care Center, the officer should take the person to the nearest appropriate inpatient Mental Health Facility or nearest emergency room.
  - f. In family violence cases resulting in no injury or minor injury and where no further violence by the person with mental illness is anticipated, a supervisor should be contacted for final disposition.
  - g. Officers clearly document their actions along with any statements made by the reporting person and/or person with mental illness in the appropriate report.
2. Make a referral for further mental health care as outlined in Section .08, Subsection F, when the criteria for Warrantless Emergency Detention or arrest does not exist; or
  3. Notify a supervisor and refer to GM Procedure 802, *Unusual Occurrences and Critical Incidents*, when confronted with critical incident situations.

### **B. Warrantless Emergency Detention-Officers Authority and Criteria**

1. Officers making a Warrantless Emergency Detention will do so under the guidelines and authority as set forth in the Texas Health and Safety Code, Title 7, Mental Health and Mental Retardation, Subtitle C, Texas Mental Health Code, Chapter 573, Emergency Detention, Subchapter A, Apprehension by Peace Officer, and Section 573.001, Apprehension by Peace Officer without warrant. Detentions of this nature are for protective purposes and are not criminal.
2. A peace officer has the authority to take a person into custody without a warrant for the purpose of obtaining an evaluation of his emotional and mental status, and the need for involuntary hospitalization if the officer has reason to believe and does believe:
  - a. The person evidences mental illness; and
  - b. The person evidences a substantial risk of serious harm to the person or to others unless the person is immediately restrained; and
  - c. The officer believes there is not sufficient time to obtain a warrant before taking the person into custody.
3. A substantial risk of serious harm to the person or others may be demonstrated by:
  - a. The person's behavior; or
  - b. Evidence of severe emotional distress and deterioration in the person's mental condition to the extent the person cannot remain at liberty.
4. The peace officer may form the belief the person meets the criteria for apprehension based on specific recent behavior, overt acts, attempts, or threats by the person which are:
  - a. Evidence of severe emotional distress and deterioration in the person's mental condition to the extent the person cannot remain at liberty.
  - b. Observed by the officer at the time the apprehended person is found; or
  - c. Reliably reported to the officer by a credible person (Health & Safety Code Section 573.001).



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## *Procedure 611 – Mentally Ill Persons*

### C. Warrantless Emergency Detention-Custody of Persons with Mental Illness

1. When the authority and criteria required for Warrantless Emergency Detention are satisfied, a peace officer may apprehend a person with mental illness from a private residence or a public place.
2. If a person is voluntarily at a Hospital, clinic, nursing home, physician's office or minor emergency clinic, the officer should consider completing a Notification of Emergency Detention (SAPD Form #127-ED) if requested by the facility.
3. If the person with mental illness is accepted at a medical or psychiatric facility, that facility will provide any future transportation to a secondary facility.
4. When completing the Notification of Emergency Detention (SAPD Form #127-ED) at a hospital or psychiatric hospital, officers will:
  - a. Evaluate the conduct of person with mental illness and the circumstances under which the person was found and taken into custody by the facility;
  - b. List the physician's name, or name of other medical personnel, as the observer and credible person on SAPD Form #127-ED, *Notification of Emergency Detention*, in cases where persons with mental illness are sedated and no substantial risk of harm is observed by the officer. The officer should quote the physician or other medical personnel on all actions observed by them which confirms the person has a mental illness and is a risk to himself or others; and
  - c. Leave a duplicate copy with an original signature of SAPD Form #127-ED and a copy of the offense report, with the facility staff and retain the original for routing to the Records Office.
5. If an officer is unsure whether the person's condition is primarily the result of a mental illness, physical illness, or a substance abuse problem, the officer will call or ask the Information Channel to call the Crisis Care Center and consult with the staff for guidance.

### D. Warrantless Emergency Detention-Disposition of Persons with Mental Illness

1. Persons apprehended for Warrantless Emergency Detention must meet certain criteria before being admitted to the Crisis Care Center. Please refer to SAPDWEB (Public Intoxication and Emergency Detention Criteria) for the most current list of criteria. Please call the Crisis Care Center prior to transport at (210) 358-6902.
2. Persons taken to or who have already been accepted at the Crisis Care Center and become violent, assaultive, or in need of restraints; if requested by the Center, are transported to an appropriate medical facility at the direction of the Crisis Care Center or the nearest emergency room.
3. When a person fitting the criteria for Warrantless Emergency Detention is violent, assaultive, or in need of restraints, the officer transports the person with mental illness to the nearest hospital.
4. If the person suspected of having a mental illness suffers a medical emergency at the scene (other than the mental illness), the officer requests assistance from Emergency Medical Service (EMS) to transport the person to the nearest medical facility based on their protocols.
5. Regardless of which facility or hospital the person is taken to, the officer conducting a Warrantless Emergency Detention will complete SAPD Form #127-ED and an offense report.
6. A Warrantless Emergency Detention is civil in nature and does not impose criminal sanctions. However, officers should use sound tactics when contacting a person with a mental illness as hazardous situations may arise. When taking a person with mental illness into custody for Warrantless Emergency Detention, officers:
  - a. May handcuff persons with mental illness before transporting;



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## *Procedure 611 – Mentally Ill Persons*

- b. Shall search the person with mental illness before transporting;
- c. Retain custody of the person with mental illness until the facility accepts the person;
- d. Shall contact a supervisor and request relief when the officer expects to work beyond their assigned duty hours. Contact with the supervisor to request relief shall occur no later than thirty (30) minutes before the end of the officers assigned duty hours;
- e. Shall immediately orally inform the person being detained of the reason for the detention and that a staff member of the facility will inform him of his rights within 24 hrs. of admission. Also, documentation of these actions will be made in the report; and
- f. Shall complete all required reports, including SAPD Form #127-ED, *Notification of Emergency Detention*, prior to releasing the person to a relief officer.

### E. Firearms Seized from Certain Persons with Mental Illness

- 1. In accordance with Health and Safety Code Section 573.001, a peace officer who takes a person into custody under an emergency detention, may immediately seize any firearm found in possession of the person. After seizing a firearm under this subsection, the peace officer shall comply with the requirements of [Article 18.191, Code of Criminal Procedure](#) taking custody of the firearm.
- 2. In accordance with Code of Criminal Procedure 18.191, a law enforcement officer who seizes a firearm from a person taken into custody under Section 573.001, Health and Safety Code, and NOT in connection with a criminal offense SHALL immediately provide the person with a written copy of the receipt for the firearm and a written notice of the procedure for the return of the firearm under this article.
  - a. Officers must complete a TCIC/NCIC check on all seized weapons to determine if the weapon is stolen.
  - b. If a seized weapon is deemed stolen, officers will complete a supplement report, referencing the original case number.
- 3. The officer will complete a property receipt SAPD Form #113. Additionally, the officer will complete and provide the owner a duplicate copy of SAPD Form-127 Mental Illness Weapons Seizure.
  - a. Officers need to (bin-mail) send a copy of the SAPD property receipt Form#113, the original SAPD Form 127-Emergency Detention, the original copy of SAPD Form 127-Mental Illness Weapons Seizure, and a copy of their emergency detention offense report, to the San Antonio Police Department Mental Health Detail.
- 4. When placing a seized weapon in the property room under Health and Safety Code Section 573.001, emergency detention, officers will place the firearm under “evidence” and ensure the follow-up unit is Mental Health, and the item description is “**Firearm – Mental Health**”

### F. Booking Process

- 1. Persons with mental illness experiencing a mental health crisis who have committed a criminal offense are placed under arrest and booked into jail if the officer has a legal authority to arrest. With a supervisor’s approval, a Warrantless Emergency Detention may be made in lieu of arrest in conformance with Section .08, Subsection A 4.
- 2. The officer, for safety reasons, immediately notifies Central Magistration personnel, including the nurse and mental health screener if available of suspected mental illness and/or suicidal tendencies involved with the prisoner.



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## *Procedure 611 – Mentally Ill Persons*

3. The officer also makes the following notation on the magistrate's intake slip and the booking slip "Evidences Symptoms of Mental Illness."
2. Medication being taken by prisoners will be transported by the arresting officer and left with Detention Center personnel.

### G. Referral for Additional Mental Health Care

1. Persons who do not fit the criteria for Warrantless Emergency Detention and who are not going to be booked for a criminal offense, but who do exhibit mental illness, are referred to an appropriate source for treatment. The officer may recommend the person see their doctor, counselor, therapist, or call the Crisis Line at (210) 223-7233.
2. Family members or persons concerned over the mental or emotional health of an individual can be referred to the Mental Health Office at the Bexar County Courthouse or may call the Crisis Line at (210) 223-7233. At the courthouse, family members may be required to complete the application for Emergency Apprehension and Detention and an application for Court-Ordered Mental Health Services with a request for an Order of Protective Custody. All applications shall be reviewed and acted upon by an appropriate judge or magistrate.

### H. Persons with Mental Illness Involved in Critical Incidents

3. Critical incidents shall be handled in accordance with GM Procedure 802, *Unusual Occurrences and Critical Incidents*.
4. Officers confronted with situations that pose a continuing threat of serious bodily injury to any person will request additional officers and a supervisor through the dispatcher.

### I. Threats Made by Persons with Mental Illness

5. Officers confronted with persons with mental illness who are making threats to harm themselves or others will assess the persons and determine if the criteria exist for a Warrantless Emergency Detention.
6. Officers will immediately make a reasonable effort to contact and notify the person who is the subject of the threats which are being made by the person with mental illness. Officers will document their notification or attempted notification to the person who is the subject of the threats in their report. Notification to persons who are the subject of threats will be made as follows:
  - a. Officers will call the person who is being threatened by telephone, and will advise them of the threats. Officers may leave a voice message advising the person of the threat and the SAPD case number.
  - b. If no telephone number is known for the person being threatened, officers will contact the person at their residence. If the residence is located within the boundaries of the officer's service area, the officer will go to the residence and make the notification in person. If the residence is located in another service area, the officer may follow-up with the supervisor's permission or he will notify the appropriate dispatcher to have an officer dispatched to make the notification. If no one is found at the residence, officers will leave a written notice of the threat and the SAPD case number.
  - c. If no telephone number or residence is known for the person who is being threatened, officers will notify and route a copy of the report to the Homicide Unit and the Crisis Response Team (CRT) at their substation prior to checking back into service. Crisis Response Team personnel will immediately follow-up on the threats by making a reasonable effort to notify the person who is the subject of the threats.
7. Officers will route a copy of all reports involving threats made by persons with mental illness to the Homicide Unit, Crisis Negotiators Detail, Crisis Intervention Team, and the Crisis Response Team at their service area substation. When threats are made against public officials or other high profile individuals, officers will also route a copy of their report via email to the Southwest Texas Fusion Center (SWTFC)



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## *Procedure 611 – Mentally Ill Persons*

[SWTXFusion@sanantonio.gov](mailto:SWTXFusion@sanantonio.gov). The report will include details of the threat and whether the person who is the subject of the threats was notified.

### **.09 REPORT RESPONSIBILITIES**

- A. The officer assigned to the call by the dispatcher will have report responsibility for the mental health crisis situation, including the transporting of the person to an evaluation facility or detention facility.
- B. Officers assigned report responsibilities will document their findings and any actions taken in their respective report. Copies of any report involving mental health issues shall be forwarded to the Mental Health Detail.
- C. Officers handling a mental health crisis where the person with mental illness has not committed a criminal offense, but where the person is taken into custody for a Warrantless Emergency Detention, will complete an Offense Report along with SAPD Form #127-ED. No complainant will be listed on the report. The person with mental illness will be listed as the “Emergency Detention” (ED) on the report. The Offense Report will be titled as “Emergency Detention.” Officers will list the situation found as “Mental Health Related” on all Emergency Detention offense reports and any report indicating the primary reason for the call was due to a mental health issue.
- D. Officers handling a mental health crisis where the person with mental illness has not committed a criminal offense and where no Warrantless Emergency Detention is made will complete an Incident Report. Additionally, officers will complete the appropriate report criteria documenting the mental health crisis.
- E. Officers handling a mental health crisis where a person with mental illness has committed a criminal offense will complete an Offense Report as follows:
  - 1. The offense report will be titled with the appropriate criminal offense if an arrest is made and shall include the details of the criminal offense and any details needed to establish the criteria for Warrantless Emergency Detention if applicable. The complainant of the criminal offense will be listed as the “Victim” (V). If the person with mental illness is arrested for the criminal offense, the person will be listed as the “Arrested Person” (AP) on the Offense Report.
  - 2. If no arrest and no Warrantless Emergency Detention are made, the person will be listed as the “Suspect” (SP). Additionally, officers will complete the appropriate report criteria documenting the mental health crisis; and
  - 3. If the person with mental illness is not arrested for the criminal offense and a Warrantless Emergency Detention is made, the primary offense will be titled Emergency Detention, the person will be listed as the “Emergency Detention” (ED) on the Offense Report. The related offense will be titled as the criminal offense with the person also titled as the “Suspect” (SP). Additionally, officers will complete the appropriate report criteria documenting the mental health crisis and shall list in the details of the report that the ED was not arrested.
- F. Officers who make a Warrantless Emergency Detention will complete SAPD Form #127-ED and include the case number at the top of the form. The original application will be forwarded to the Records Office. A duplicate with an original signature will be given to the facility accepting the person with mental illness along with a copy of the offense report.
- G. Officers will forward copies of all reports involving mental health crisis situations, including a copy of SAPD Form #127-ED, to the Psychological Services Office and the Crisis Negotiators Detail when the officer reasonably believes the person with mental illness has the potential to become involved in critical incident.

### **10. N-CODING A MENTAL HEALTH RELATED CALL**

- A. Officers responding to mental health calls will have three N-Codes available to use as the disposition of the Call for Service, if a report is not required to be written. They are as follows:
  - 1. **N23MH – Mental Health No Complainant** – This N-Code is used when officers are dispatched to a location for someone who may be having a mental health issue and upon arrival they do not find anyone.





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## *Procedure 611 – Mentally Ill Persons*

2. **N23MHN – Mental Health No Criteria for Emergency Detention** – This N-Code is used when Officers arrive at the call and after talking to the consumer, it is determined the consumer has mental health issues but the consumer is not homicidal, suicidal, or in a state of mental decompensation. The consumer and family if present, is given resources they can use.
3. **N23MHR – Mental Health – Refused Services** – This N-Code is used when Officers arrive at the call and after talking to the consumer, it is determined the consumer has mental health issues but the consumer is not homicidal, suicidal, or in a state of mental decompensation. The consumer also REFUSES any assistance and does not want any information on resources available to them.

### **11. MENTAL HEALTH DETAIL RESPONSIBILITIES**

- A. Coordinate the training of Crisis Intervention Team officers;
- B. Ensure a Department Psychologist is included in CIT training;
- C. Maintain statistical data and complete an annual report on all reported mental health crisis calls; and
- D. Maintain entry of CIT Officers into the computer PAPX System for identification of CIT Officers on the work sheet.

### **12. INITIAL AND REFRESHER TRAINING**

- A. Police Cadets shall receive a minimum of 40 hours of Crisis Intervention Team Training regarding interactions with persons suspected of suffering from mental illness in the Training Academy.
- B. Officers shall receive refresher training regarding interactions with persons suspected of suffering from mental illness at least every three years.
- C. Newly hired civilian employees who will have contact with the public shall receive initial training interactions with persons suspected of suffering from mental illness from their parent unit.
- D. Civilian employees who have contact with the public shall receive refresher training regarding interactions with persons suspected of suffering from mental illness at least every three years.





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## *Procedure 612 – Deaf or Hearing Impaired Persons*

Office with Primary Responsibility:	SSO, IVA	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	3
Forms Referenced in Procedure:	SAPD Form #12 HI-A SAPD Form #12 HI-T	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes guidelines which assist officers in recognizing and providing for the special needs of deaf and hard of hearing persons.

### **.02 POLICY**

It is the policy of the San Antonio Police Department to require its officers to be able to communicate with the deaf and hard of hearing community through the use of DeafLink, written English, printed cards, signers, interpreters, or intermediaries in order to protect the constitutional rights and rights guaranteed under federal law for the deaf and hard of hearing community.

### **.03 DISCUSSION**

- A. In determining what type of auxiliary aid and service is necessary, a public entity shall give primary consideration to the requests of the individual with disabilities.
- B. Deaf Link is a three way video/audio interpreting service available at two substations (Northwest and South) and at Headquarters. An officer, a certified ASL interpreter, and the victim/suspect/witness that is deaf or hard of hearing can communicate through this service. Qualified interpreters can be provided through DeafLink 24 hours a day, 7 days a week.
- C. Officers, in their normal course of duties, may encounter persons who are deaf or hard of hearing. These persons may sound unusual due to speech which is slurred or unintelligible. In addition, they may have equilibrium problems which could affect their balance and ability to walk. These physical characteristics can vary and also describe persons who are impaired by alcohol, drugs, or other physical handicaps. Therefore, it is extremely important for officers to distinguish deaf and hard of hearing persons from persons with other impairments.
- D. When officers first realize they are in contact with a deaf or hard of hearing person, they should attempt to communicate with them by any means available: talking, writing, sign language, or any combination of the three (3). Often, one or more of these forms of communication will be adequate when communicating with a deaf or hard of hearing person. However, in some circumstances, talking and writing will be insufficient. When communication is complex and/or lengthy, the individual who is deaf or hard of hearing should be escorted to the nearest DeafLink location, or provided with a qualified on-site interpreter.
- E. When deaf or hard of hearing persons come in contact with officers, the first action they often take may be to obtain a pencil and paper to write out what they wish to communicate or to write answers to any questions they may be asked. The action of reaching for a pencil and paper should not be taken as an offensive or dangerous move, but simply an instinctive move in order for the deaf or hearing impaired person to communicate.
- F. The written communication used by many deaf or hard of hearing persons is very different from what officers are familiar with or use in their daily work. A hearing impaired person should not be misjudged because his grammar might seem to be incorrect or incomplete. Their written or signed language is the way they were taught to communicate and is normal for a deaf or hearing impaired person.



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### *Procedure 612 – Deaf or Hearing Impaired Persons*

#### **.04 TERMINOLOGY** (For specific use within this procedure, see Glossary)

American Sign Language  
Qualified Interpreter

Deaf Person  
Signed or Written English

Effective Communication  
Signer

Intermediary

#### **.05 INFORMATIONAL CARDS**

- A. SAPD Form #12-HI-A, *Information For Hard of Hearing - Arrested Person*, is a card presented to a deaf or hard of hearing person who has been arrested or suspected of committing a Class B misdemeanor or higher offense, advising them they are under arrest and will be taken to jail or to a police facility for questioning.
- B. SAPD Form #12-HI-T, *Information For Hard of Hearing - Traffic/Misdemeanor Citation*, is a card presented to a deaf or hard of hearing person who has been stopped for a traffic violation, explaining why they were stopped and the action they should take concerning the traffic citation.

#### **.06 NEED FOR DEAF LINK / QUALIFIED INTERPRETER**

- A. Any officer unable to communicate effectively with a deaf or hard of hearing person involved in any police matter (i.e., traffic crash, disturbance, etc.) shall escort the individual to the nearest DeafLink location.
- B. If the police matter is serious and the individual cannot be escorted to the nearest DeafLink location, the officer shall request, through a supervisor, a qualified interpreter be provided to communicate with the deaf or hard of hearing person.

#### **.07 ARRESTED PERSONS / SUSPECTS WITH HEARING IMPAIRMENTS**

- A. Deaf or hard of hearing persons arrested for any Class B misdemeanor or higher offense where probable cause has already been established and questioning is not necessary, will be given SAPD Form #12-HI-A, advising the person they are under arrest, and will be processed into the San Antonio Detention Center.
  - 1. The arrested person will be provided with access to DeafLink or with a qualified on-site interpreter to communicate the Miranda warning and interpret during any questioning, statement or confession; and
  - 2. The Miranda warning, questioning, statement or confession will be video taped by personnel from the Crime Scene Unit or the follow up unit responsible for investigating the crime. Both the qualified interpreter and the arrested person or suspect will be video taped.
- B. Deaf or hard of hearing persons arrested for any Class C misdemeanor, including traffic violations, where release is authorized through the issuance of a misdemeanor citation or traffic citation shall be given SAPD Form #12-HI-T, advising the person they are under arrest, and issued a misdemeanor citation or a traffic citation, whichever is applicable, for the alleged offense.
  - 1. Due to the difficulty in communicating with deaf or hard of hearing persons without a signer or qualified interpreter, officers will not make a custodial arrest if the actor refuses to sign the misdemeanor citation or traffic citation.
  - 2. The officer will write "Refused to Sign" and "Hearing Impaired" on the misdemeanor citation or traffic citation and release the actor or traffic violator.

#### **.08 COMPLAINANTS / VICTIMS / WITNESSES WITH HEARING IMPAIRMENTS**

- A. When effective communication is not possible between officers and deaf or hard of hearing complainants, victims, or witnesses to any Class B misdemeanor, or higher offense, access to DeafLink or a qualified on-site interpreter will be provided.



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### *Procedure 612 – Deaf or Hearing Impaired Persons*

- B. When effective communication between officers and deaf or hard of hearing complainants, victims, or witnesses to any Class C misdemeanor is not possible, DeafLink, a departmental signer, or an on-site interpreter will be used to obtain their names, addresses, and telephone numbers, in case they are needed at a later date.

#### **.09 AVAILABILITY OF DEPARTMENTAL SIGNERS/QUALIFIED INTERPRETERS**

- A. The Communications Unit will keep an updated list of members of the Department who are signers and available to facilitate communication between officers and deaf or hard of hearing persons during their normal duty hours. Departmental signers should only be used if DeafLink cannot be accessed.
- B. The Communications Unit will maintain a list of companies or agencies which provide qualified interpreters on a twenty-four (24) hour basis to facilitate communication between officers and deaf or hard of hearing persons. These companies and agencies should only be used if DeafLink cannot be accessed.

#### **.10 RESPONSIBILITIES**

##### A. Supervisors:

1. Supervisors being notified by a subordinate that a deaf or hard of hearing person has been arrested or is a suspect in a Class B misdemeanor or higher offense shall contact the subordinate to determine the need for a qualified interpreter.
2. If the supervisor determines a qualified interpreter is needed, the supervisor will authorize the use of DeafLink or a qualified on-site interpreter.

##### B. Officers:

1. Officers arresting or having a deaf or hard of hearing suspect in a Class B misdemeanor or higher offense shall advise a supervisory officer before proceeding with any investigation.
2. Officers communicating in any form of writing with deaf or hard of hearing persons involved in any Class B misdemeanor or higher offense shall process the writings as evidence.
3. When a signer or qualified interpreter is used, officers with report responsibility shall include identifying information on the signer or qualified interpreter in their reports.
4. Officers, when requested, shall sign the qualified interpreter's log book.

##### C. Crime Scene Unit:

When notified, personnel from the Crime Scene Unit will provide the equipment and video tape the Miranda Warning and interrogation process of deaf or hard of hearing persons arrested for or suspected of any Class B misdemeanor or higher offense.



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## *Procedure 613 – Carrying Weapons on Airport Property*

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	September 1, 2017 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Number of Pages:	3
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

- A. This procedure provides direction for the carrying of weapons by sworn members while within the passenger boarding area of the San Antonio International Airport and on commercial aircraft as a passenger
- B. The Transportation Security Administration (TSA) has the sole authority to allow officers into the secure area of the Terminal based upon successful screening, authorized escort, or a pre-arranged law enforcement officer adhering to the defined policy and procedure for flying armed.
- C. This procedure is predicated by existing Transportation Security Administration (TSA) regulations and 49 CFR 1554.219 “Carriage of Accessible Weapons” for Law Enforcement Officers (LEO) who have demonstrated an operational need to fly armed. Officers are subject to those penalties prescribed by the F.A.A. for violations of these regulations.

### **.02 SAPD OFFICERS ENTERING THE AIRPORT PASSENGER BOARDING (SECURE) AREA**

- A. TSA regulations prohibit ANY non-ticketed person from by-passing the passenger boarding security checkpoint. This includes SAPD officers, unless they are on official business with proper authorization (i.e., execution of a warrant, prisoner transfers), credentials, and identification.
- B. SAPD officers on-duty, in uniform or plainclothes, who must enter the passenger boarding area of the San Antonio International Airport on official business, will:
  - 1. Proceed to the exit lane of the TSA Checkpoint (The lane where arriving passengers exit the secure area);
  - 2. Upon contacting the Transportation Security Officer (TSO) assigned to the exit lane Checkpoint, will identify himself/herself as an SAPD officer;
  - 3. Present their San Antonio Police Department credentials (badge and photo ID) and Government-issued photo identification to the TSO; and
  - 4. Sign in on the appropriate register.

### **.03 CARRYING WEAPONS AS A PASSENGER ON A COMMERCIAL AIRCRAFT**

- A. SAPD officers are not allowed to carry any weapon on or about their person while on a commercial aircraft without a National Law Enforcement Telecommunications System (NLETS) message that contains a Unique Alphanumeric Identifier. This is applicable regardless of the duty status or dress of the officer. This Unique Alphanumeric Identifier is presented for verification at the airport on the day of travel. This is a TSA regulatory requirement. Failure to use the NLETS message will result in denial to the sterile area for failure to comply with the requirement delineated in 49 CFR§ 1544.219.
- B. SAPD officers flying armed shall adhere to the following:
  - 1. Must have successfully completed the approved TSA “Law Enforcement Officers Flying Armed Training Course;”



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## *Procedure 613 – Carrying Weapons on Airport Property*

2. Must have a need to have the weapon accessible from the time he or she would otherwise check the weapon until the time it would be claimed after deplaning; The need to have the weapon accessible must be determined by the Office of the Chief based on one of the following;
  1. A LEO conducting protective escort duty and related travel;
  2. A LEO conducting a hazardous surveillance operation;
  3. A LEO on official travel with a requirement to arrive prepared for duty; or
  4. A LEO in control of a prisoner (includes traveling to or returning from).
3. Must obtain a letter of authority signed by the Chief of Police confirming the need to travel armed and detailing the itinerary of the travel. The letter of authority is then presented to the Department's Communications Unit, who shall transmit a properly formatted message via NLETS to TSA. A Unique Alpha-numeric identification number, generated by TSA, will be assigned for every day the LEO is required to travel armed. If an NLETS message is not on record with TSA, a weapon will not be allowed beyond the checkpoint;
4. If the dates of travel change or airport information changes, a new NLETS identifier will need to be issued. Therefore, the SAPD officer should be prepared to communicate with the Communications Unit to have a new NLETS message sent;
5. If the officer encounters a delay, exceeding twenty-four (24) hours, in his travel due to weather, airlines, mechanical, etc., the officer may contact the TSA office at the airport where he is delayed and request a new NLETS identifier. The officer must have all of his travel paperwork, itinerary, and identification ready to present to TSA;
6. Must notify the Aircraft Operator (airline) at least one (1) hour prior to departure, or in an emergency, "as soon as practical";
7. Provide identification to the Aircraft Operator with approved credentials which must contain a clear full-face picture, the SAPD officer's signature; the signature of the Chief of Police; and the official seal of the Police Department.
  - a. Officers shall verify that their credentials contain their signature to meet the guidelines, or obtain new credentials that do meet the guidelines, through the office of The Chief of Police.
  - b. A badge cannot be used by the LEO or accepted by the Aircraft Operator, as the sole means of identification.
  - c. The Aircraft Operator should issue a Notice of Law Enforcement Flying Armed Form to the LEO. The form must be presented to the gate agent and then to the flight crew upon boarding the aircraft for EVERY segment of the flight. Officers should check with the airline, at baggage check-in, and ask if the airline issues this documentation in order to board the aircraft.
8. LEO checkpoint procedures vary from airport to airport. Generally, LEOs flying armed will enter the sterile area of the airport through a designated LEO checkpoint, commonly an exit. LEOs should make contact with a TSA representative at a checkpoint to determine the correct LEO check-in procedure for that airport.
9. All LEOs will present approved credentials, a second form of identification, a boarding pass, the airline paperwork, and the Unique Alphanumeric Identifier from the NLETS message to the TSA representative and/or LEO at the security checkpoint for verification. All LEOs are required to sign the TSA LEO logbook. Authority for LEOs to carry a weapon beyond the Security Checkpoint is subject to the approval of TSA, regardless of all criteria being met. The TSA Screening Supervisor is the best person to contact to resolve conflicts at the LEO checkpoint. Be professional at all times.



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### *Procedure 613 – Carrying Weapons on Airport Property*

10. If denied boarding the aircraft with a weapon by either TSA, airport law enforcement, or the Airline Operator, officers should be prepared to check their weapon (see .04); and
11. Officers are reminded that Federal Law prohibits armed LEOS from boarding an aircraft if the LEO has consumed an alcoholic beverage within the previous eight (8) hours and from consuming any alcoholic beverage while onboard U.S. commercial aircraft.
12. LEOs must be discreet while in the sterile area. All law enforcement equipment must be properly concealed and any items that would have been prohibited by TSA during the course of normal passenger screening (i.e. bottled water, beverages purchased outside the secure area, etc.) should be concealed so as not to draw attention to the LEO.
13. An SAPD officer traveling aboard an aircraft while armed must at all times keep their weapon:
  1. Concealed and out of view, either on their person or in immediate reach, if the officer is not in uniform;
  2. On their person, if the officer is in uniform.
  3. No individual may place a weapon in an overhead storage bin.

#### **.04 CARRYING WEAPONS IN BAGGAGE ON A COMMERCIAL AIRCRAFT**

- A. SAPD officers who desire to transport a weapon on a commercial aircraft in their luggage must contact the Airline Operator well in advance to make sure they understand the procedures or if you are transporting a “shoulder weapon.”
  1. Place the weapon unloaded in a locked hard sided case. Ensure that any ammunition is in “factory” or similar packaging and does not exceed eleven (11) pounds of small arms ammunition.
  2. At the ticket counter, advise the airline agent that you are declaring that an unloaded weapon is in a container within checked baggage.
  3. Complete the necessary forms and maintain the key or number combination to the lock box.
- B. Upon arrival at the destination, reclaim the weapon through the normal baggage process.
- C. Some airports may have the officer claim their baggage and weapon at the baggage security desk and present identification in order to verify the officer is the rightful owner of the checked baggage and weapon.

#### **.05 CARRYING WEAPONS AS A PASSENGER ESCORTING A PRISONER ON A COMMERCIAL AIRCRAFT**

- A. SAPD officers who are assigned to transport a prisoner on a commercial aircraft, when making the travel arrangements will:
  1. Comply with Section .03 of this procedure and Procedure 601, *Prisoners*.
  2. Advise the airline if the prisoner is a high-risk or low-risk prisoner.
    - a. High-risk prisoner means a prisoner who is an exceptional escape risk as determined by the Department, and charged with or convicted of, a violent crime.
    - b. Low-risk prisoner means any prisoner who has not been designated as a “high-risk” prisoner.



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### *Procedure 613 – Carrying Weapons on Airport Property*

- c. Unless authorized by the TSA, no more than one (1) high-risk prisoner may be transported on an aircraft.
3. Notify the Aircraft Operator at least twenty-four (24) hours in advance of the scheduled departure time that an armed SAPD officer will be transporting a prisoner.
4. Obtain a letter of authority signed by the Chief of Police confirming the need to travel armed. The letter should include the following:
  - a. Be addressed to the airline;
  - b. Name the SAPD officer and the identity of the prisoner;
  - c. Include the flight number the LEO and prisoner are scheduled to fly;-
  - d. Note the level of risk the prisoner represents: High-Risk or Low-Risk.
5. Present the letter to the TSO at the exit lane prior to entering the passenger boarding area at the airport and comply with the directions and instruction of the TSO.
- B. The steps listed in Section .03A above must be followed at each location during the travel. This includes every time the SAPD officer and prisoner change planes or exit the sterile areas at the airports.





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## *Procedure 614 – Airport Police / Park Police*

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	June 5, 2019 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TEC, FCD, IDC, SSB	Number of Pages:	4
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

- A. The Airport Police and the Park Police (both separate and distinct Agencies within the City structure) serve as supplemental forces to handle law enforcement and public safety matters on City of San Antonio International Airport property and in City of San Antonio Parks, respectively.
- B. Airport Police Officers and Park Police Officers, in accordance with Article 2.12 of the Texas Code of Criminal Procedure, are duly appointed peace officers of the State of Texas, and have the authority to preserve the peace within their jurisdiction.

### **.02 JURISDICTION**

- A. Airport Police Officers confine their primary enforcement activities to property under the control of the Department of Aviation, except under emergency circumstances.
- B. Park Police Officers direct their primary enforcement activities to designated parklands of the City, are available to respond to call calls for police services within the City as dispatched by SAPD, and take enforcement action on those incidents occurring within their presence or view throughout the City.

### **.03 AUTHORITIES AND RESPONSIBILITIES**

- A. Airport Police Officers have the authority to take initial enforcement action on any violation of the law coming to their attention. They have field investigative responsibilities that include the following incidents or offenses that occur within their jurisdiction:
  - 1. Emergency and non-emergency situations requiring incident or offense reports.
  - 2. Public/private property motor vehicle accidents;
  - 3. Parking violations;
  - 4. City ordinance violations;
  - 5. Violations of Texas Transportation Code;
  - 6. Violations of the Transportation Security Administration and other Federal Regulations; and
  - 7. Violations of the Texas Penal Code.
- B. Park Police Officers have the authority to take initial enforcement action on any violation of the law coming to their attention. They have field investigative responsibilities for:
  - 1. All offenses up to and including Felonies of the 3<sup>rd</sup> Degree;
  - 2. All accidents, excluding those which involve fatalities, intoxication manslaughter and intoxication assault;
  - 3. Parking violations;



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## ***Procedure 614 – Airport Police / Park Police***

4. City ordinance violations; and
5. Violations of Texas Transportation Code.

### ***.04 EMERGENCY REQUESTS FOR POLICE SERVICES***

- A. San Antonio Police Officers have primary reporting responsibility on all emergency and on-sight cases within the city limits, except on airport property and in city parks. When Airport Police Officers or Park Police Officers assist San Antonio Police Officers on any call for police services, they may be required to complete supplementary reports on calls they participate in.
- B. Emergency requests for police services on airport property or city parks are handled by each respective Agency – Airport Police or Park Police.
  1. Emergency calls received by either the Airport Police dispatchers or Park Police service agents are immediately relayed to the San Antonio Police Department Communications Unit by the most expedient means, to include the 911 system, direct phone line, the dispatch computer, or through the police radio system.
  2. Emergency calls received by the San Antonio Police Department's Communications Unit for requests for police services on airport property or city parks are relayed immediately to Airport Police dispatchers or Park Police Service Agents.
  3. Officer-in-trouble calls involving Airport Police officers or Park Police officers are relayed directly to the appropriate San Antonio Police Department Communications Unit channel.

### ***.05 NON-EMERGENCY REQUESTS FOR POLICE SERVICES***

- A. Non-emergency requests for police services to airport property received by the San Antonio Police Department Communications Unit, that fit the criteria in Subsection .03A of this procedure, are relayed to the Airport Police dispatcher, when available.
- B. Non-emergency requests for police services to city parks received by the San Antonio Police Department Communications Unit, that fit the criteria in Subsection .03B of this procedure, shall be dispatched to Park Police Officers, when available.

### ***.06 PRISONER DISPOSITION***

- A. Airport Police
  1. Airport Police Officers having prisoners in custody transport the prisoners to the Detention Center and complete the booking process. For extenuating circumstances, they may request transportation from the SAPD Communications Unit.
  2. Should SAPD Officers be called upon to transport a prisoner for the Airport Police, their only role is to provide the transport for the prisoner.
  3. Prisoners transported for Airport Police Officers are handled in the same manner as any other City prisoner.
  4. The Airport Police Officer and his supervisor are responsible for all legal aspects of the arrest, documentation, and follow-up, to include magistrating the prisoner and/or guarding the prisoner at a medical facility.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 614 – Airport Police / Park Police*

### B. Park Police

1. Park Police Officers having a prisoner in custody for an offense up to and including a 3<sup>rd</sup> Degree Felony are responsible for transporting and booking the prisoner according to established procedures.
2. Park Police Officers having a person under arrest for any offense above a 3<sup>rd</sup> Degree Felony must request the response of a San Antonio Police Officer, who will then take custody of the prisoner.
3. For all offenses above a 3<sup>rd</sup> Degree Felony, the San Antonio Police Officer shall determine the existence of probable cause for the arrest.
4. If the San Antonio Police Officer disagrees with the charges against a prisoner, an SAPD Detective Investigator or an SAPD Supervisor will be consulted regarding the appropriate charges, if any, and the disposition of the prisoner.
5. Park Police Officers having an injured prisoner are responsible for assuring that the appropriate medical treatment is rendered to the prisoner, securing the prisoner in a medical facility, until the prisoner is medically acceptable to the Detention Center personnel or released to be filed on at-large.

### **.07 REPORT RESPONSIBILITIES**

- A. Airport Police Officers shall have report responsibility for all offenses within their jurisdiction.
- B. Park Police Officers shall have report responsibility for the offenses within their jurisdiction, in accordance with Section .03B.
- C. Airport Police and Park Police supervisors are responsible for reviewing and approving their officer's reports, and for forwarding all completed, accurate, and original reports to the San Antonio Police Department's Records Section.
- D. Airport Police Officers and Park Police Officers shall route copies of reports in cases involving a felony arrest, offenses where the SAPD Sex Crimes Unit conducts the follow-up investigation and any other offense/incident where immediate follow-up investigation would be required, to the appropriate SAPD follow-up unit.
- E. San Antonio Police Officers responding to calls on airport property or park lands are responsible for completing all reports for any offense or incident to which they are assigned report responsibility.

### **.08 IMPOUNDING EVIDENCE AND OTHER PROPERTY**

- A. Airport Police Officers and Park Police Officers handling physical evidence adhere to established "chain-of-custody" procedures relating to the evidence, including the protection and security of the evidence for processing by SAPD Crime Scene Investigators.
- B. If the physical evidence requires testing or processing, such as a drug test or finger printing, the Airport Police Officer or Park Police Officer shall request an SAPD Crime Scene Investigator to the scene to conduct the testing or processing.
- C. Airport Police Officers may impound physical evidence and recovered property into the San Antonio Police Department's Property Room for all offenses or incidents for which they have report responsibility. Found property and personal property shall be placed into the Airport Police Lost and Found Room.
- D. Park Police Officers may impound physical evidence, found property, personal property and recovered property into the San Antonio Police Department's Property Room for all offenses or incidents for which they have report responsibility, in accordance with Section .03B of this procedure.



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- E. Airport Police Officers and Park Police Officers handling property for offenses for which SAPD has primary responsibilities as outlined in Section .03 of this procedure shall give the property to the San Antonio Police Officer dispatched to the call. Airport Police Officers and Park Police Officers will complete a property receipt for the property. The San Antonio Police Officer signs the property receipt and impounds the property.



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Office with Primary Responsibility:	TSC	Effective Date:	July 31, 2010
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Office(s) with Secondary Responsibilities:	PSC, PNC, FTC, IDC, SSO	Number of Pages:	9
Forms Referenced in Procedure:	SAPD Form #CD 1 SAPD Form #CD 2 SAPD Form #CD 3	Related Procedures:	601, 916

## **.01 INTRODUCTION**

- A. This procedure establishes guidelines for members to follow in the event they are exposed to blood-borne pathogens, infectious materials, communicable diseases, or WMD/Hazardous Materials.
- B. This procedure also establishes guidelines for officers on how to limit unnecessary contact with persons suspected of having contagious diseases or parasites, the proper methods for disposal of contaminated items, the decontamination of clothing and vehicles, and the handling of suspected contaminated crime scenes. In the event of deployment of the Personal Protective Equipment (PPE) Kit, this procedure will supplement the applicable procedures established in Section 800 (Emergency Operations Guidelines) of the General Manual.

## **.02 POLICY**

- A. All officers, while exercising extreme caution when handling individuals having or suspected of having contagious diseases or parasites, will not intentionally ignore or avoid contact with those individuals when such contact is necessary in the performance of a lawful objective.
- B. Where reasonable care and precautions have been taken, officers shall not refuse to transport or communicate with individuals having or suspected of having contagious diseases or parasites, or investigate situations or scenes where contaminated body fluids or evidence is present.
- C. Supervisory officers shall strive to ensure the safety of all officers in situations involving the possible presence of contagious diseases, parasites, or infectious materials and evidence through the utilization of all available precautions and barriers prior to ordering officers into such situations.

## **.03 DISCUSSION**

Contagious diseases such as acquired immune deficiency syndrome (AIDS), viral hepatitis, tuberculosis, and others are spreading through our society at an alarming rate. With the increase and spread of these diseases and the continued presence of various parasites comes the increased possibility officers will contact individuals suspected of or infected with a contagious disease or parasite while in the performance of their duties. Therefore, officers should remain aware any citizen can be infected with a contagious disease or parasite and should follow the provisions of this procedure to minimize the possibility of being infected with a contagious disease or parasite.

## **.04 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Blood-borne Pathogens	Communicable Disease	Exposure Incident	HIV
Infectious Materials	Occupational Exposure	Viral Hepatitis	

## **.05 RESPONDING TO INITIAL REQUESTS FOR SERVICE**

- A. Officers responding to requests for police services who come into contact with individuals showing outward signs or manifestations of disease or parasites, or individuals suspected of having a contagious disease or parasite, should avoid unnecessary physical contact with the persons, other than for the following reasons:
  - 1. The rendering of emergency first aid;
  - 2. To stabilize a life-threatening situation; or



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3. To effect an arrest.
- B. Members forewarned of, or who suspect, the presence of a contagious disease or parasite take appropriate precautions to prevent unnecessary skin contact by using the various equipment provided in an Infection Barrier Kit.
- C. Members unable to avoid close personal contact with a person believed to have a contagious disease or parasite should decontaminate themselves and their vehicle as soon as possible in accordance with Sections .13 and .14 of this procedure.

#### **.06 PRISONERS EXHIBITING SYMPTOMS OF CONTAGIOUS DISEASES OR PARASITES**

- A. Officers arresting persons with outward signs of contagious diseases or parasites, or persons suspected of having contagious diseases or parasites isolate those prisoners from other prisoners.
- B. Prisoners who require medical treatment as the result of highly contagious diseases are transported by an E.M.S. unit.
- C. Prisoners exhibiting symptoms of having contagious diseases or parasites who are to be treated or admitted into a hospital are handled in accordance with Subsection .09D of this procedure and Procedure 601, *Prisoners*.
- D. Prisoners who are suspected of having contagious diseases or parasites, but have been cleared from the need of medical attention are processed for the alleged offense with the nature of the suspected contagious disease or parasite noted in the officer's report and on the booking slip. The City of San Antonio Detention Center supervisor is advised of the prisoner's suspected condition at the time of booking.
- E. Prisoners exhibiting symptoms of contagious diseases or parasites are not transported with other prisoners.
- F. When transporting prisoners exhibiting symptoms of contagious diseases or parasites, officers should operate the police vehicle in the following manner:
  1. Drive with the window glass in the down position; or
  2. Place the air-conditioning or heating controls in the fresh air mode instead of the recycle air mode.

#### **.07 SCENES INVOLVING SUSPECTS/VICTIMS WITH CONTAGIOUS DISEASES OR PARASITES**

- A. Officers at scenes where body fluids are present or where contagious diseases or parasites are suspected do not deviate from established procedures for securing the scene from tampering or intrusion.
- B. Officers should use Infection Barrier Kits at any scene where body fluids are present or where contagious diseases or parasites are suspected.
- C. Victims believed to have contagious diseases or parasites are not handled by officers, unless necessary, without protective gloves or other precautionary measures.
- D. Officers shall not eat, drink, or smoke at scenes where body fluids are present or other contagious factors exist.
- E. The Crime Scene Unit is notified in cases where evidence is believed to be contaminated with infectious material, contagious diseases, or parasites and needs to be recovered/transported to the Property Room or the Medical Examiner's Office. Officers shall notify members of the Crime Scene Unit the evidence may be contaminated with infectious material, contagious diseases, or parasites prior to the Crime Scene Unit member entering the scene and collecting the evidence.



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- F. Evidence recovered at crime scenes involving infectious material or contagious diseases is properly packaged and clearly marked in accordance with Crime Scene Unit procedures before being placed in the Property Room or taken to the Medical Examiner's Office.
- G. The owner or person in charge of the premises where an incident occurred is advised to contact the Metropolitan Health District to obtain the proper procedure for decontaminating the premises if infectious material, contagious diseases, or parasites are present or suspected.

#### **.08 SEARCHES OF PERSONS AND VEHICLES**

- A. Officers are to exercise extreme caution while conducting searches of all persons suspected of having communicable diseases. Care should be taken to prevent the accidental skin puncture by needles or sharp objects which may be carried in pockets or purses.
- B. Officers are to use caution while searching vehicles. Hypodermic needles, knives, and other sharp objects are frequently hidden beneath front seats or behind the back seats of vehicles.

#### **.09 OCCUPATIONAL EXPOSURES TO COMMUNICABLE DISEASES**

If a member of the Department believes he has experienced an occupational exposure, the following procedures must be adhered to:

##### **A. Members Potentially Exposed to Communicable Diseases:**

1. Members shall ensure the area of exposure is immediately washed and sanitized.
2. Members shall immediately notify their supervisor of the exposure incident. Supervisors will arrange for the person who exposed the member to be tested/booked while the member, who was exposed to the communicable disease, is treated at the hospital, in accordance with Subsection 615.09 C.
3. Members, who believe they have been exposed to a communicable disease, must go immediately to University Hospital, located at 4502 Medical Drive, to be treated and tested. In order to qualify for workers' compensation benefits, a member who claims a possible work-related exposure must be tested for Viral Hepatitis and HIV within 10 days of the exposure.
4. Members are encouraged to immediately take the medications prescribed by physicians. If taken within 2 hours of the exposure, some medications are believed to reduce the risk of contracting HIV by 80%.
5. Members must write a supplement report detailing how the exposure incident occurred and the treatment received at the hospital.
6. Members, who believe they have experienced an occupational exposure by a prisoner who is refusing to be tested for communicable diseases, will complete an Affidavit in Support of Mandatory Testing for Communicable Diseases, SAPD Form #CD-2. Follow-up unit Detectives or the Night CID Unit Detectives will assist the officer in completing the affidavit in accordance with Subsection .09B.
7. If members are accidentally exposed by a person other than a prisoner,
  - a. Members will comply with Subsections 615.09 A1-5.
  - b. The person, who exposed the member, is asked to voluntarily submit to a test for communicable diseases at the City's expense.
  - c. If the person consents to the test, a supervisor will arrange for the transportation of this person to University Hospital.





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- d. If the person does not consent to be tested for communicable diseases, the person will be identified and allowed to leave.
  - e. Members will immediately contact the Homicide Unit or the Night CID Unit and complete SAPD Form #CD-2, *Affidavit in Support of Mandatory Testing for Communicable Diseases*.
  - f. After the affidavit is signed, it will immediately be delivered in person to the Accounting and Personnel Office.
  - g. The Accounting and Personnel Office will hand deliver it, no later than the next business day, to the Health Department's Epidemiologist.
  - h. The Health Department will arrange court proceedings to determine if the person who exposed the officer will undergo testing for communicable diseases.
8. If members are accidentally exposed to infectious material, other than by a person, the members will comply with Subsections .09A1 - 5.
9. If the members are accidentally exposed to a patient's blood or body fluids while rendering assistance at the scene of an emergency or while transporting the patient to the hospital,
- a. The hospital may test for Hepatitis B or Hepatitis C without the patient's consent.
  - b. Members should, however, first ask the patient to voluntarily submit to a test for communicable diseases.

#### B. Duties of Assisting Officers / Detective Investigators

1. The assisting officer who is guarding the prisoner will ask the prisoner if he would voluntarily consent to a test for communicable diseases.
- a. Regardless of whether the person consents or refuses, the prisoner is asked to sign SAPD Form #CD-1, *Consent/Refusal to Draw Blood for the Testing of Communicable Diseases*.
  - b. If the person refuses to sign the form, the officer writes "Refused to Sign" on the portion of the form where the prisoner is supposed to sign. The officer then dates and signs the form as the witness.
  - c. If the prisoner consents, the assisting officer will notify hospital personnel and the tests for communicable diseases will be conducted immediately.
  - d. If the prisoner refuses to be tested for communicable diseases, the assisting officer will notify the follow-up unit/Night CID Unit and his supervisor.
2. The follow-up unit, which has investigative responsibility for the criminal offense committed, will assist the officer in completing the proper paperwork to have the prisoner tested for communicable diseases when the prisoner has refused to be tested for communicable diseases.
- a. The follow-up unit Detectives, during normal business hours, or the Night CID Unit Detectives, between the hours of 1900 and 0500, will assist the exposed officer in completing SAPD Form #CD-2, *Affidavit in Support of Mandatory Testing for Communicable Diseases*. This process should be completed at the hospital.
  - b. After the officer has signed the affidavit, the follow-up unit Detectives or Night CID Unit Detectives will notarize it.



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- c. The follow-up unit Detectives or Night CID Unit Detectives will then complete SAPD Form #CD-3, *Order for Testing*, and present it as well as copies of completed SAPD Forms #CD-1 and #CD-2 to a magistrate having jurisdiction over the prisoner.
  - (1) After the magistrate signs the order, a copy is made and given to the personnel at University Hospital, so the prisoner can be immediately tested for communicable diseases.
  - (2) SAPD Forms #CD-1, #CD-2, and #CD-3 are then attached to the original offense/incident report and forwarded to the Records Office.
- d. In the event the exposed officer is unable to sign the affidavit, the follow-up unit Detectives or Night CID Unit Detectives will contact a magistrate for assistance in having the prisoner tested on the magistrate's own motion in accordance with Article 18.22(a) of the Code of Criminal Procedures.

#### C. Duties of Supervisors

1. Once a supervisor is notified of a potential exposure incident, he will ensure the exposed officer and the prisoner are transported to University Hospital for testing.
2. If members are accidentally exposed to infectious material by a person other than a prisoner and the person consents to the test, a supervisor will arrange for the transportation of this person to University Hospital.
3. The supervisor should go the hospital where the officer is located and remind the officer who has been exposed of the proper follow-up procedures.
4. The supervisor will properly complete all Workers' Compensation forms and ensure all forms are delivered to the Accounting and Personnel Office in accordance with Procedure 916, *Workers' Compensation*.

#### D. Medical Testing of Prisoners for Communicable Diseases

Prisoners who have potentially exposed officers to communicable diseases are transported to University Hospital in accordance with Section .06 of this procedure. The assisting officer will inform the medical staff of the details surrounding the exposure incident and follow the guidelines listed in Subsection .09B.

#### E. Follow-up Procedures

Members who would like to know the results of the communicable diseases exams will call the Epidemiologist with the Health Department at 207-8876.

### **.10 DOCUMENTING THE PRESENCE OF CONTAGIOUS DISEASES OR PARASITES**

- A. Supervisory officers complete all required Workers' Compensation forms for members who receive medical attention as a result of exposure to contagious diseases or parasites.
- B. Members document in a supplemental report their personal involvement in any case in which they have been exposed to the possible presence of contagious diseases, parasites, or infectious material. Supervisory officers acknowledge receipt of the supplemental report, authenticate the incident, and make the reports a part of the officer's departmental personnel file.
- C. Members recognizing the presence of a contagious disease or parasite at a particular location will, in addition to the necessary reports for any offense observed, direct a supplemental report describing the nature of the public health risk and the location to the Health Department.
- D. Information regarding individuals exhibiting signs of communicable disease is confidential and not released other than through official police correspondence.



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#### **.11 ISSUANCE AND USE OF PROTECTIVE EQUIPMENT / SUPPLIES**

- A. A supply of Infection Barrier Kits and replacement items shall be available to all supervisors by the Fleet Services Management Office.
- B. Supervisors shall ensure Infection Barrier Kits are supplied in each marked police vehicle. Issuance of Infection Barrier Kits and replacement items shall be documented in a written log by members of the Fleet Services Management Office assigned to each substation.
- C. Members of the Department who need replacement items for their Infection Barrier Kits shall notify their supervisor in writing. Supervisors shall replace these items and then forward the report to the member of the Fleet Services Management Office assigned to his substation.
- D. An adequate supply of Infection Barrier Kits and replacement items shall also be kept in stock at every substation for issuance to members by supervisors in emergency situations.
- E. Infection Barrier Kits (packaged in 12" x 15" clear, re-sealable bags) consist of Infection Barrier Items and a Clean-Up Kit.

#### **.12 DISPOSAL OF CONTAMINATED PROTECTIVE EQUIPMENT / SUPPLIES**

- A. The presence of an infectious disease or parasite is presumed anytime disposable equipment or supplies are utilized. Such supplies or equipment are not indiscriminately discarded at the scene or disposed of in a way which may cause casual contact by another person.
- B. After being used, all Infection Barrier Kit items and any other items or supplies used as an infection barrier are to be disposed of properly. The only acceptable method of disposal is to seal the items in one of the red disposable bags marked "Biohazard Infectious Waste" contained in the Infection Barrier Kits. After being sealed, the biohazard infectious waste is taken to the Fleet Services Management Office, which is located at 329 S. Frio. A large trash can marked "Biohazard Infectious Waste" will be placed directly outside of the Fleet Services Management Office, so officer may properly dispose of the biohazard infectious waste. Officers disposing of biohazard infectious waste shall document in a written report the method used for disposal. Copies of the report are routed to the officer's supervisor and the Fleet Services Management Office.
- C. After the trash can labeled "Biohazard Infectious Waste" is full, a member of the Fleet Services Management Office will deliver the Biohazard Waste to the Health Department Lab located at 332 W. Commerce on the 2<sup>nd</sup> floor. Members of the Fleet Services Management Office will call in advance to schedule the delivery. The telephone number to the Health Department Lab is 207- 8747.

#### **.13 DECONTAMINATION OF POLICE VEHICLES**

- A. At no time will an officer drive or place another person in a police vehicle containing visible blood or body fluid or in a police vehicle thought or presumed to contain the presence of a contagious disease or parasite. This is for the protection of both the officer and any other person being placed in or riding in the vehicle.
- B. Police vehicles containing small amounts of blood or body fluids are cleaned using the hospital grade disinfectant by the member operating the vehicle immediately after the departure of a prisoner or contagious person. The hospital grade disinfectant can be obtained through the Fleet Services Management Office.
- C. Police vehicles containing large amounts of blood or body fluids or police vehicles thought or presumed to contain the presence of a contagious disease or parasite are sealed and immediately returned to the assigned substation by contract wrecker for decontamination by the Fleet Services Management Office.
  - 1. Police vehicles are sealed by placing yellow police tape around the vehicle and placing a notice with the word "Contaminated" on the driver's side window.



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2. The officer sealing the police vehicle shall send a written report detailing the reason for sealing the vehicle to his Unit/Shift Director and the Fleet Services Management Office.
- D. Police vehicles requiring decontamination are processed by the Fleet Services Management Office in accordance with its standard operating procedures.
- E. Prisoner transport wagons, as a precautionary measure against contagious diseases or parasites, shall be sprayed with a hospital grade disinfectant by the assigned officer upon completion of each tour of duty. The hospital grade disinfectant shall be supplied by the Fleet Services Management Office and kept in stock at any unit assigned a prisoner transport wagon.

**.14 DECONTAMINATION OF PERSONNEL AND CLOTHING**

- A. All officers are encouraged to have a change of clothing, uniform or civilian attire, readily available to them at their respective units of assignment for use if they come in contact with infectious diseases or parasites.
- B. Members unable to avoid close personal contact or direct contact with a person believed to have a contagious disease or parasite, or members getting blood or other body fluids on their clothing should return to their assigned substation or unit, with supervisory approval, to shower and change uniforms or civilian clothes.
  1. Prior to showering, contaminated clothing should be placed in a plastic bag and sprayed with a hospital grade disinfectant available at all substations. All directions on the disinfectant container should be followed before washing the clothes in soap and water.
  2. All non-washable items, including equipment belt, accessories, badge, headgear, and shoes should also be placed in a plastic bag and sprayed with a hospital grade disinfectant.
  3. Officers, upon request, shall be provided with a soap and shampoo which will kill parasites. The soap and shampoo shall be supplied by the Fleet Services Management Office and kept in stock at every police substation.

**.15 PERSONAL PROTECTIVE EQUIPMENT (PPE) KIT**

- A. As WMD/Hazardous Events (i.e. fires, chemical spills, etc.) cover a wide variety of hazards, it is difficult to describe one set of facts or circumstances which would result in the need for the PPE Kit. Therefore, officers are encouraged to use their discretion when deploying the PPE Kits to accomplish their duties.
- B. The PPE Kit will be provided to all officers in a sealed backpack style bag. All officers should have their assigned PPE Kits readily available while on-duty and shall refer to their Unit/Detail SOP for the carrying and storage of these kits.
- C. The PPE Kit will contain the following:

Quantity	Item Description
1	Full face APR (Air Purifying Respirator)
1	Half face APR (Air Purifying Respirator)
1	HEPA (High Efficiency Particulate Air) Filter Canister
1	Tychem BR Protective Suit
3	Mark 1 NAAK (Nerve Agent Antidote Kits)
1	Pair of Nitrile Gloves
1	Pair of Butyl Gloves
1	Pair of Shoe Covers



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- D. The seals on each PPE kit will be numbered and a report must be written when any of the seals are broken.
1. If any of the seals are broken, the officer will write his report and give it to his supervisor for accountability and replacement of the equipment/supplies. Supervisors will approve the officer's report to replace any equipment/supplies used.
  2. The officer will then take his approved report and his PPE Kit to the Armory and Supply Office for replacement of equipment and/or supplies. Officers are reminded the Armory and Supply Office is now located at the Police Training Academy.
- E. When the need arises, officers may use their half face air purifying respirators at anytime during their tour of duty. It is located in the unsealed portion of the PPE Kits. The Armorer will replace these half face air purifying respirators as needed, and a supply of these respirators will be kept in the ready room for officers to use when the Armory and Supply Office is closed. Supervisors will issue replacement equipment as needed.
- F. In the event an officer deploys his PPE Kit in a WMD/Hazardous Event, he shall contact the Fire Department's Haz-Mat Unit, prior to leaving his assignment at the scene, to determine if decontamination is necessary and to determine how to dispose of the contaminated equipment and/or supplies. Any contaminated equipment will be disposed of in accordance with the Fire Department's established procedures.
- G. If the PPE Kit is deployed at an incident which did not require the Fire Department and if the officer has any reservations on how to dispose of the equipment or supplies, he shall have the dispatcher contact the Fire Department's Haz-Mat Unit, prior to leaving his assignment at the scene, to determine the proper method of disposal of any used or contaminated equipment or supplies.
- H. Supervisors shall ensure annual inspections of the PPE Kits are conducted, and verify the identification seal is intact (indicating a complete kit) and document the serial numbers of the seals on the officer's monthly inspection form. Any new seals issued will be documented at the time of issuance and a copy of the new serial numbers will be kept in the officer's field file.
- I. In January of each year, Unit/Shift Directors will schedule and ensure each officer under his command is annually refitted and tested with his full face air purifying respirator.
1. The annual refitting and testing will be documented on the officer's monthly inspection report.
  2. The monthly inspection report will be kept on file in the officer's field file.
- J. If an officer's PPE Kit is lost, stolen, or otherwise rendered unusable because of negligence or carelessness, the officer shall immediately write a report and forward it to his supervisor.
1. The supervisor will forward the officer's report through his chain of command to the Labor Relations Committee.
  2. The Labor Relation Committee will make a determination as to the cause of the loss or damage and to what extent the officer is responsible for such loss and/or damage in accordance with the current Collective Bargaining Agreement by and between the City of San Antonio and the San Antonio Police Officers' Association.

#### **.16 MARK 1 NAAK (NERVE AGENT ANTIDOTE KITS)**

The PPE Kit contains three (3) Mark 1 Nerve Agent Antidote Kits. Each of the Mark 1 Nerve Agent Antidote Kits has two auto injectors. One injector is 2 mgs of Atropine and the other injector is 600 mgs of 2 Pam-Chloride.

- A. The Mark 1 Nerve Agent Antidote Kits can cause serious injury if not used correctly; therefore, officers shall treat these injectors with the same level of respect and security as firearms.



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- B. The Mark 1 Nerve Agent Antidote Kits are only to be used on the officer by himself or other first responders who are already in their protective equipment.
- C. The Mark 1 Nerve Agent Antidote Kits are to be used by an officer when he believes he has been exposed to a nerve agent and begins showing signs and symptoms.
  - 1. Symptoms of nerve agents include: Salivation, Lacrimation, Urination, Defecation, Gastrointestinal Distress, or Emesis (SLUDGE).
  - 2. If an officer believes he has been exposed to a nerve agent, the officer shall:
    - a. Immediately remove himself from the contaminated area;
    - b. Immediately notify the dispatcher to start EMS;
    - c. Remove any items he has in his front pants pockets which may break the needle to the injectors;
    - d. Measure a hand width above the knee and a hand width below the hip, and
    - e. Inject himself with the Mark 1 Nerve Agent Antidote auto injectors in the meaty portion of both of his thighs. (It is recommended both injectors be used simultaneously – one in each thigh.)
  - 3. After an officer injects himself, he shall place the bottom cap of each of the Mark 1 Nerve Agent Antidote Kits on his fingers. This will help EMS determine how many series of shots the officer has taken.
    - a. If an officer continues to feel the effects of the nerve agent (SLUDGE) after 10 minutes, he shall again inject himself with the Mark 1 Nerve Agent Antidote Kit. (It is recommended both injectors be used simultaneously – one in each thigh.)
    - b. After the second set of injections with the Mark 1 Nerve Agent Antidote Kit, if an officer continues to feel the effects of the nerve agent (SLUDGE) after 10 minutes, he shall again inject himself with the Mark 1 Nerve Agent Antidote Kit. (It is recommended both injectors be used simultaneously – one in each thigh.)
    - c. Officers shall not inject themselves with more than the three Mark 1 Nerve Agent Antidote Kits provided in their PPE Kits in a given day.



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## *Procedure 616 – Crime Victim Notification Program*



Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form #91	Related Procedures:	None

### **.01 INTRODUCTION**

- A. This procedure establishes guidelines for allowing complainants or victims of certain crimes to be notified of the release from custody of adult persons arrested for allegedly committing those crimes.
- B. This procedure does not govern the arrest of juveniles for allegedly committing crimes applicable to this procedure.

### **.02 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Victim Information and Notification Everyday (VINE)

VINE Pin Number

### **.03 CRIMES APPLICABLE FOR VINE PROGRAM**

The following type of crimes shall be applicable to the VINE Program:

- A. Any crime resulting in death or serious bodily injury;
- B. Any crime where death, serious bodily injury or retaliation in the future is threatened;
- C. Domestic Violence;
- D. Sexual Assault; and
- E. Stalking.

### **.04 COMPLAINANT/VICTIM NOTIFICATION OF VINE PROGRAM**

- A. Any officer assigned primary report responsibility for any crime listed in Section .03 where an arrest is made shall notify the complainant or victim of the existence of the VINE Program.
- B. Any officer assigned follow-up responsibility for filing an “At Large” charge for any crime listed in Section .03 shall contact the complainant / victim to obtain information to complete the VINE Pamphlet.
- C. An explanation of the Vine Program is available in the pamphlet titled, *Victim Information and Notification Everyday*, available in both English and Spanish. All complainants or victims of crimes listed in Section .03 of this procedure will be given a copy of the VINE Pamphlet.
- D. Complainants or victims who refuse to participate in the VINE Program are advised that they may enter the VINE Program at any time by contacting the Victims Advocacy Office of the Department.

### **.05 COMPLETING THE VINE PAMPHLET**

- A. Officers shall complete the below information of the VINE Pamphlet titled, *Your Case Information*:
  - 1. Arresting agency;
  - 2. Case Number;





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3. Officer's name;
  4. Defendant's name; and
  5. VINE Pin No. to be selected by complainant, victim, or officer. If complainant/victim refuses to participate in the VINE Program, no VINE Pin Number is entered.
- B. After completing the VINE Pamphlet where an arrest is made, officers give the pamphlet to the complainant/victim according to the following situations:
1. A pamphlet to each complainant/victim;
  2. If multiple arrests are made, the officer completes a pamphlet for each arrested person and the multiple pamphlets are given to the complainant/victim; or
  3. If multiple complainants/victims are present, the officer completes a pamphlet for each complainant/victim.
- C. After completing the VINE Pamphlet where an "At Large" charge is filed, the officer will attach the VINE Pamphlet to the back of Charge and Disposition form (C and D).

#### **.06 COMPLETING THE BOOKING SLIP**

- A. Officers making an arrest for an offense applicable to this procedure shall complete the necessary information in the preprinted box on the back of SAPD Form #91, *Temporary Record of Arrest* (Booking Slip). The necessary information includes the following:
1. Case number;
  2. Notification phone number (provided by complainant/victim);
  3. VINE Pin Number (same as VINE Pin Number on VINE Pamphlet); and
  4. If multiple complainants/victims are present, the officer completes the back of a separate booking slip for each complainant/victim and each charge against the arrested person.
- B. If the complainant/victim refuses to participate in the VINE Program, the Box titled, *Victim Declines Notification*, is checked and the complainant/victim is requested to sign the back of the booking slip above the Victim Declines Notification Box.

#### **.07 OFFICER REPORT and VICTIMS ADVOCACY OFFICE RESPONSIBILITIES**

- A. Officers arresting by warrant any person wanted for any offense listed in Section .03 shall route a copy of the incident report to the applicable follow-up investigative unit.
- B. The Victims Advocacy Office shall also start the VINE Notification Program process for any complainant/victim who initially refused to participate in the program, but now wishes to be notified when an arrest is made.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 617 – Traffic Direction and Control*

Office with Primary Responsibility:	TSC	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

- A. This procedure provides guidelines for the manual direction and control of vehicle and pedestrian traffic around accidents scenes, fire scenes, and other hazards on or near roadways, and during special events.
- B. The purpose of this procedure is to maintain an orderly flow of traffic, prevent traffic congestion, and to ensure the safety of all officers, motorists, and pedestrians.

### **.02 POLICY**

- A. Manual traffic direction and control is performed in emergency situations, at special events, and at locations designated by supervisory officers until temporary traffic control devices can be placed into operation.
- B. Officers perform manual traffic direction and control activities in accordance with instructions outlined in the Traffic Point Control Manual issued by the Police Training Academy.
- C. All officers will wear the issued safety vest or regulation reflective rainwear while directing or controlling traffic.

### **.03 UNIFORM HAND SIGNALS, GESTURES, AND OTHER EQUIPMENT**

- A. All officers use the uniform hand signals and gestures listed in the Traffic Point Control Manual while directing or controlling traffic.
- B. All officers shall also use a whistle to direct and control vehicle or pedestrian traffic. The whistle is used as follows:
  - 1. One (1) long blast to indicate STOP;
  - 2. Two (2) short blasts to indicate GO; and
  - 3. Several short blasts to get the attention of drivers or pedestrians who do not respond to a given signal.
- C. Officer will also use other equipment listed below to help them direct and control vehicle and pedestrian traffic.
  - 1. Marked police vehicles with emergency lights;
  - 2. Flares;
  - 3. Traffic cones and barricades;
  - 4. Traffic signs; and
  - 5. Flashlights with cones.

### **.04 MANUAL OPERATION OF TRAFFIC CONTROL LIGHTS**

- A. A supervisory officer may authorize the manual operation of traffic control lights under the following conditions:
  - 1. In the event of an emergency;
  - 2. If a malfunctioning traffic control light is causing a traffic hazard; and



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## *Procedure 617 – Traffic Direction and Control*

3. Any time the manual operation is for the purpose of traffic safety.

- B. When officers manually operate a traffic control light due to a malfunction, the officers shall remain at the location until the arrival of a repair crew.

### **.05 TRAFFIC DIRECTION AND CONTROL AT SCENES OF TRAFFIC CRASHES**

- A. The first officers arriving at the scene of a crash shall utilize the emergency lights and flashers on their marked vehicles to warn approaching vehicles of any traffic hazards.
- B. Officers at the scene of a crash take the necessary steps to allow for the safe flow of traffic around the scene. Necessary steps might include:
1. The use of flares or other equipment;
  2. Moving vehicles from the roadway;
  3. Requesting additional officers for traffic and crowd control; and
  4. Requesting wreckers, sand trucks, or fire units.

### **.06 TRAFFIC DIRECTION AND CONTROL DURING IMPOUNDING FOR TRAFFIC VIOLATIONS**

- A. Officers will direct and control traffic when necessary to ensure the safety and well-being of the driver and/or occupants of any vehicles that are being impounded for traffic violations.
- B. Officers shall remain at the scene until the driver and/or occupants are safely removed from the area. Additionally, he will ensure that the vehicle has been removed from the roadway and traffic conditions have returned to normal.

### **.07 TRAFFIC DIRECTION AND CONTROL AT SCENES OF FIRES**

- A. Officers direct and control traffic at fire scenes, as needed, to expedite the flow of vehicle traffic and to safeguard pedestrians.
- B. Officers shall honor requests for traffic and crowd control from fire department personnel at or in the vicinity of a fire scene.
- C. Officers shall remain at the scene of a fire until all fire department equipment is removed from the roadway and traffic conditions have returned to normal.

### **.08 TRAFFIC DIRECTION AND CONTROL DURING ADVERSE ROAD AND WEATHER CONDITIONS**

- A. During periods of adverse weather or road conditions officers shall provide traffic direction and control on an emergency basis.
- B. When additional assistance or equipment is needed for traffic direction and control from the City Public Works Department or the State Highway Department, on-call personnel from these departments are notified as soon as possible.

### **.09 TEMPORARY TRAFFIC CONTROL DEVICES**

- A. Temporary traffic control devices such as barricades and signs may be utilized for traffic direction and control at parades, sporting events, and other large gatherings to help officers control vehicle and pedestrian traffic.
- B. Officer utilizing temporary control devices shall remove the devices from the roadway when the devices are no longer needed to control traffic.
- C. Supervisory officers shall notify the Public Works Department, or other department providing the temporary devices, as to the location, number and types of temporary devices needed, and when to pick up the temporary devices.



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## ***Procedure 618 – Racial/Bias Profiling/Immigration Policy***

Office with Primary Responsibility:	PSC, PNC	Effective Date: Prior Revision Date:	September 19, 2018 Sept. 1, 2017
Office(s) with Secondary Responsibilities:	TEC, FCD, IDC, COS, CIA	Number of Pages:	8
Forms Referenced in Procedure:	SAPD Form #2-2 SAPD Form 2-3 SAPD Form #200-OR SAPD Form #87-J15 SAPD Form #24-1A SAPD Form #2055 GCD	Related Procedures:	508

### **.01 INTRODUCTION**

This procedure reaffirms the San Antonio Police Department's commitment to unbiased policing in all its encounters between officers and any persons; and to establish procedures to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect our officers from unwarranted accusations of misconduct when they act within the dictates of Department policy and the law.

### **.02 POLICY**

- A. It is the policy of the San Antonio Police Department to provide equal protection to all citizens. Toward this end, police officers employed by the San Antonio Police Department are strictly prohibited from engaging in racial/bias profiling in any aspect of law enforcement-initiated actions.
- B. Police Officers shall not use race, national origin, citizenship, religion, ethnicity, age, gender, gender expression, gender identity, sexual orientation, or physical or mental disability for a law enforcement-initiated action, except to determine whether a person matches a specific description of a particular suspect.

### **.03 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Field Contact	Gender Expression	Gender Identity	Interview
Law Enforcement-Initiated Action	Motor Vehicle Stop	Pedestrian Stop	Probable Cause
Racial/Bias Profiling	Reasonable Suspicion	Search	Stop and Frisk

### **.04 RESPONSIBILITIES**

- A. Each officer has a responsibility for preventing racial/bias profiling. Officers must remain customer-oriented, while also considering their safety and the safety of others. Officers should:
  - 1. Extend a customary greeting to each person they stop or detain;
  - 2. Identify themselves by name;
  - 3. Explain the reason for the stop or detention;
  - 4. Afford the person the opportunity to provide their explanation of their behavior;
  - 5. Politely ask for the person's identification; and
  - 6. Remain courteous and project a professional demeanor during the interview or questioning.
- B. Officers shall refrain from participating in or encouraging any actions or statements which could be perceived as racial/bias profiling. They must document the law enforcement-initiated action and report any acts or perceived acts of racial/bias profiling in accordance with Subsection .05B of this procedure.



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## ***Procedure 618 – Racial/Bias Profiling/Immigration Policy***

- C. Each officer is responsible for assisting in the prevention of racial/bias profiling by the following actions:
1. Officers making custodial/non-custodial arrests shall base the arrests on probable cause supporting the elements of the offense and not on racial/bias profiling.
  2. Officers conducting a lawful detention, including stop and frisks, shall base the lawful detention on reasonable suspicion at the time of the stop and not on racial/bias profiling.
  3. Officers conducting field contacts (interviews) shall do so in accordance with GM Procedure 508, *Field Contacts*.
  4. Officers shall refrain from participating in or encouraging any actions or statements which could be reasonably perceived as racial/bias profiling.
  5. Officers shall report any acts of racial/bias profiling in writing to their immediate supervisor.
- D. Supervisory officers shall monitor the actions of the officers under their command to ensure racial/bias profiling does not occur and is not condoned. Supervisors shall:
1. Take immediate and appropriate remedial action whenever they observe, or are made aware of, any racial/bias profiling.
  2. Immediately document any complaint or observed incident of any acts or perceived acts of racial/bias profiling in accordance with Section .05.
  3. Immediately submit all reports of racial/bias profiling through their chain of command to their Division Commander.

### **.05 COMPLAINT PROCESS**

- A. The San Antonio Police Department will accept and investigate all complaints from any person who believes he/she has been stopped or searched based on racial/bias profiling. No person shall be intimidated, coerced, or discouraged in any manner from filing a complaint, nor discriminated against because he/she filed such a complaint.
- B. Any Officer who receives an allegation of racial/bias profiling, including the officer who initiated the stop, shall immediately report the allegation of racial/bias profiling to his/her immediate supervisor.
1. The Officer shall also document the allegation in writing on SAPD Form #2-2, *Incident Report*.
  2. The incident report shall include the nature of the complaint or allegation along with the name, address and telephone number of each complainant and witness.
  3. After the incident, the report shall be immediately completed and given to the Officer's supervisor.
  4. The Officer shall also explain to the complainant the Department's process for filing a complaint with the Internal Affairs Unit.
  5. If the complainant request to speak with a supervisor, the Officer shall immediately notify a supervisor of the request.
- C. Supervisory officers addressing racial/biased profiling complaints shall:
1. Immediately notify the Section Commanders or Unit Directors of any cases where an officer is involved in allegations of serious misconduct or suspected criminal activity;



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## *Procedure 618 – Racial/Bias Profiling/Immigration Policy*

2. Immediately contact and interview the complainants;
  3. Refer the complainants to the Internal Affairs Unit to initiate formal complaints;
  4. Interview and obtain written reports from the subject officers of the complaints. Officers who are the subject of the complaint shall submit their written reports on SAPD Form #200-OR, *Officer's Response to a Complaint*;
  5. Obtain necessary information, which assists in the evaluation of the complaints;
  6. Prepare preliminary complaint investigation packets including the information provided by the complainants, witnesses, the officers' reports, and the supervisors' reports;
  7. Supervisors will not enumerate or make recommendations as to the specific rule, regulation, policy, or procedure violated, nor will they make a recommendation as to punishment. Supervisors will only recommend either no disciplinary action is necessary or the complaint should be forwarded to the Internal Affairs Unit for further investigation;
  8. Route the preliminary complaint investigation packets through the chain of command to their Division Commander.
  9. The Division Commander shall route the completed complaint investigation packet to the Internal Affairs Unit.
- D. The Internal Affairs Unit investigates all complaints of racial/bias profiling against officers. The Internal Affairs Unit presents the findings of all formal complaint investigations of racial/bias profiling to the Chief's Advisory Action Board. The complainants will receive written notification advising them of the final disposition of their complaint.

### **.06 TRAINING**

The Department shall be responsible for providing training to all officers in racial/bias profiling to emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or law enforcement-initiated action. This training shall include:

- A. Cadet Training;
- B. Annual In-Service Training;
- C. Input from those classes of persons identified in this policy in development of curriculum;
- D. Incorporation of the TCOLE Curriculum; and
- E. Specific lesson plans for Patrol Officers, Supervisors, FTOs, etc.

### **.07 DISCIPLINARY ACTIONS**

- A. The SAPD considers racial/bias profiling a serious form of officer misconduct. The Department shall take direct and immediate actions to prevent such behavior, and to remedy all reported instances of racial/bias profiling.
- B. Officers who are found to have engaged in racial/bias profiling will be subject to appropriate corrective action including, but not limited to, referral to the Officer Concern Program, and/or discipline such as discharge or criminal actions.



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## *Procedure 618 – Racial/Bias Profiling/Immigration Policy*

### **.08 DATA COLLECTION**

- A. Racial Profile data must be collected on the **operator of any motor vehicle** stopped for an alleged violation of a law or ordinance. Officers who initiate a motor vehicle stop, which does not result in the production of an Incident or Offense report, shall document such occurrence by submitting one the following forms:
  - 1. Traffic citation;
  - 2. Traffic warning citation;
  - 3. Field Interview (Form 2-3);
  - 4. DWI report (Form 24-1A); or
  - 5. Gang Contact Data Sheet (Form 2055-GCD).
- B. The above forms are designed for the primary purpose of law enforcement; however, they have been modified to comply with governmental mandates on racial/bias profiling. As such, they must be filled-out correctly, completely, and on a timely basis.
- C. Profile Data shall be filled out only once for each individual (**operator of motor vehicle only**). If a traffic citation or warning citation is the only documentation of the motor vehicle stop, the information shall be included on the citation. If an Incident Report, Offense Report, Field Interview, DWI Report, or Gang Form is written, the profile data should go on the report or form and not on the citation.
- D. Officers making motor vehicle stops requiring racial profile data collection on the citation must complete the following boxes on the citation for the **operator of the motor vehicle**:
  - 1. Box A1 – Location of Profile Data
    - a. 0 – *Profile data on citation*
    - b. 1 – *Profile data on report* (case # required)
  - 2. Box A2 – Race/Ethnicity known prior to detention
    - a. 0 – *NO*
    - b. 1 – *YES*
  - 3. Box A3 – Race/Ethnicity
    - a. 1 – *White*
    - b. 2 – *Black*
    - c. 3 – *Hispanic*
    - d. 4 – *Asian/Pacific Islander*
    - e. 5 – *Native American*
    - f. 6 – *Middle Eastern/East Indian*





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4. Box A4 – Initial reason for the stop
  - a. 0 – *Traffic law violation*
  - b. 1 – *Other law violation*
  - c. 2 – *Dispatched – with vehicle description*
  - d. 3 – *Dispatched – with officer initiated stop*
  - e. 4 – *Field contact*
  - f. 5 – *Suspicious conduct*
5. Box A5 – Search
  - a. 0 – *None*
  - b. 1 – *Consent*
  - c. 2 – *Non-consent*
6. Box A6 – Reason for search
  - a. 0 – *N/A*
  - b. 1 – *Contraband/evidence in plain view*
  - c. 2 – *Probable cause*
  - d. 3 – *Reasonable suspicion*
  - e. 4 – *Vehicle towed*
  - f. 5 – *Arrest*

7. Box A7 – Contraband or evidence
  - a. 0 – *None*
  - b. 1 – *Yes See report\*\* (case # required)*

*\*\* If the answer to this question is “yes,” a report needs to be written and the profile data should go on the report and not on the citation.*

8. Box A8 – Custodial Arrest Made
  - a. 0 – *No*
  - b. 1 – *Yes See report\*\* (case # required)*

*\*\* If the answer to this question is “yes,” a report needs to be written and the profile data should go on the report and not on the citation.*



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- E. Officers making motor vehicle stops requiring racial profile data collection on a form other than a traffic or warning citation shall fill out the report completely, listing the following information in the appropriate boxes for the **operator of the motor vehicle**:
1. Race/Ethnicity known prior to detention
    - a. 0 – *NO*
    - b. 1 – *YES*
  2. Reason for stop
    - a. 0 – *Traffic law violation*
    - b. 1 – *Other law violation*
    - c. 2 – *Dispatched – with vehicle description*
    - d. 3 – *Dispatched – with officer initiated stop*
    - e. 4 – *Field contact*
    - f. 5 – *Suspicious conduct*
  3. Search
    - a. 0 – *None*
    - b. 1 – *Consent*
    - c. 2 – *Non-consent*
  4. Reason for search
    - a. 0 – *N/A*
    - b. 1 – *Contraband/evidence in plain view*
    - c. 2 – *Probable cause*
    - d. 3 – *Reasonable suspicion*
    - e. 4 – *Vehicle towed*
    - f. 5 – *Arrest*
  5. Custodial Arrest Made
    - a. 0 – *No*
    - b. 1 – *Yes – Violation of Penal Code*
    - c. 2 – *Yes – Violation of Traffic Law*
    - d. 3 – *Yes – Violation of Ordinance*



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- e. 4 – *Yes – Warrant*
- f. 5 – *Yes – Other Law Violation*
- 6. Citation Issued
  - a. 0 – *None*
  - b. 1 – *Written warning*
  - c. 2 – *Written traffic citation*
  - d. 3 – *Misdemeanor citation*
- 7. Contraband or evidence
  - a. 0 – *None*
  - b. 1 – *Drugs/Paraphernalia*
  - c. 2 – *Money*
  - d. 3 – *Firearm*
  - e. 4 – *Knife/Edged Weapon*
  - f. 5 – *Other Weapon*
  - g. 6 – *Alcohol/Tobacco*
  - h. 7 – *Stolen Property*
  - i. 8 – *Other*
- F. Failure by an officer to document a traffic or pedestrian stop; field contact; or any other officer-initiated interaction, as required by this procedure, shall not constitute prima facie evidence of racial profiling.

### **.09 PUBLIC INFORMATION**

- A. The Department shall be responsible for providing public information relating to the agency's efforts to comply with government mandates on racial/bias profiling. This will include public education relating to the agency's complaint process. Avenues for this information may include the distribution of the San Antonio Police Department Internal Affairs Unit pamphlets and News/Press releases.
- B. It is the responsibility of the Police Media Services Detail to ensure copies of news articles, educational stories, and videos relating to racial/bias profiling are annually maintained to provide documentation of this Department's commitment to educating the public.

### **.10 ANNUAL ANALYSES AND REPORTING**

- A. All racial/bias information required to be collected in accordance with Article 2.133 of the Code of Criminal Procedure must be compiled and analyzed annually



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- B. In accordance with Article 2.134 of the Code of Criminal Procedure, the previous year's information collected on racial/bias profiling must be submitted to the governing body of the City of San Antonio and to the Texas Commission on Law Enforcement (TCOLE) by March 1<sup>st</sup> of each year.

### **.11 IMMIGRATION POLICY**

- A. Officers will not refer persons to Immigration and Customs Enforcement (ICE) unless the person has a federal deportation warrant. National Origin, immigration status, ethnicity or race are not a basis for an arrest and officers will not base any arrest on those conditions.
1. The San Antonio Police Department, in conjunction with other entities, will assist crime victims and witnesses in obtaining U-Visas. The U-Visa is an immigration benefit that can be sought by victims of certain crimes who are currently assisting or have previously assisted law enforcement in the investigation or prosecution of a crime, or who are likely to be helpful in the investigation or prosecution of criminal activity.
  2. Arrested persons will have their identities verified by Bexar County Deputies at the Bexar County Jail. Decisions regarding deportation are not/will not be made by SAPD officers.
  3. Officers do not conduct background checks on everyone they encounter.
- B. Officers will verify identification and perform a background check on people to whom they are issuing a citation, legally detaining, arresting, or processing for magistration.
1. Officers may take into custody any person who cannot provide valid identification or sufficient information for an officer to confirm the person's identity.
  2. Valid identification includes, but is not limited to, state identification cards, driver's license, government IDs such as passports or military ID. The "Matricula Consular," issued by the Mexican Consulate, will also be considered an acceptable form of identification.
  3. Once identity has been confirmed, officers will decide whether to release a person who is being detained who is either a witness or the recipient of a citation, or based on probable cause, arrest the person.
- C. Officers will not detain and/or arrest an individual based on the fact or suspicion that they are in the United States illegally.
1. The enforcement priorities of the San Antonio Police Department are to protect public safety and foster community trust. The priorities do not include asking individuals for proof of citizenship or legal residency.
  2. Officers may not inquire into the immigration status of a victim of or witness to an alleged criminal offense unless the officer determines that the inquiry is necessary to:
    - (1) investigate the offense; or
    - (2) provide the victim or witness with information about federal visas designed to protect individuals providing assistance to law enforcement.
  3. Officers are authorized to arrest persons based on probable cause that a crime has been committed. Immigration status alone is not probable cause for an arrest.
  4. Officers having reasonable suspicion that a person or persons may be a victim or suspect in human trafficking will immediately notify a supervisor and the appropriate follow-up unit, and will handle matter in accordance with GM Proc. 713, *Human Trafficking*.



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## *Procedure 619 – Consulate Notification and Diplomatic Immunity*

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	November 23, 2011 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Number of Pages:	4
Forms Referenced in Procedure:	SAPD Form #CN-01 SAPD Form #CN-02 SAPD Form #103-NEN	Related Procedures:	708

### **.01 INTRODUCTION**

- A. This procedure is designed as a guideline to help ensure that foreign governments can extend appropriate consular services to their citizens in the United States and to ensure the San Antonio Police Department complies with its legal obligations under the Vienna Convention on Consular Relations.
- B. International law requires that law enforcement authorities of the United States extend certain privileges and immunities to members of foreign diplomatic missions and consular posts. Most of these privileges and immunities are not absolute and law enforcement officers retain their fundamental responsibility to protect and police the orderly conduct of persons in the United States.

### **.02 CONSULATE NOTIFICATION OF ARRESTED OR DETAINED FOREIGN NATIONALS**

- A. The United States is obligated under the Vienna Convention on Consular Relations, international treaties, and customary international law, to notify consular officials when foreign nationals are arrested or otherwise detained in the United States. The U.S. Department of State does not consider it necessary to follow consular notification procedures when a foreign national is detained only momentarily, e.g., during a traffic stop.
- B. After an officer arrests/detains a foreign national, the officer will determine the foreign national's country of origin. Normally, this information is found on the passport or other travel documentation that the foreign national is carrying.
- C. Officers will inform the foreign national of his/her right to request that their consulate be notified under the following circumstances.
  - 1. After the foreign national is arrested; and
  - 2. Before a detention that may last more than four hours.
- D. If the foreign national does not understand English, the officers will provide the foreign national with SAPD Form #CN-02, *Notice to Foreign National*, in his native language and have him circle whether he wants his consular official notified. The foreign national should also sign and date SAPD Form #CN-02. SAPD Form #CN-02 can be found in the SAPD forms library in several different languages.
  - 1. If a foreign national who is under arrest or who may be detained more than four hours asks that such notification be made to his consulate, the arresting officer will do so without delay by ensuring notification to the nearest consulate or embassy. Consular notification is accomplished by immediately faxing the notification notice, SAPD Form #CN-01, *Consular Notification*, to the nearest consulate or embassy of the foreign national's country. SAPD Form #CN-01 can be found in the SAPD forms library. The fax numbers to the nearest consulates and foreign embassies are listed in Part Six: "Foreign Embassies and Consulates in the United States" of the Consular Notification and Access Handbook. This handbook can be found in the report writing room of the magistrates' office or at the U.S. Department of State's website [http://travel.state.gov/law/consular/consular\\_753.html](http://travel.state.gov/law/consular/consular_753.html).



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### *Procedure 619 – Consulate Notification and Diplomatic Immunity*

2. If a foreign national, who is under arrest or who may be detained more than four hours, is from a country with which the United States has a mandatory notice, treaty or convention, the arresting officer will, without delay, make notification to the nearest consulate or embassy, regardless of whether the foreign national requests such notification. This information on countries that require mandatory notification can be found in the Part One: “Basic Instruction” of the Consular Notification and Access Handbook, which is found in the magistrates’ office or at the U.S. Department of State’s website [http://travel.state.gov/pdf/cna/CNA\\_Manual.3d\\_Edition.pdf](http://travel.state.gov/pdf/cna/CNA_Manual.3d_Edition.pdf).
- E. When booking a foreign national, officers will:
1. Make a notation on the booking slip indicating if the foreign national’s consulate was notified; and
  2. Immediately fax SAPD Form #CN-01 from the report writing room of the magistrates’ office.
- F. Prior to detaining a foreign national, either as a suspect or a witness, for more than four hours, officers will fax SAPD Form #CN-01 to the nearest consulate or embassy of the foreign national’s country. Officers may obtain the fax number either from the dispatcher’s office or from the magistrates’ report writing room.
- G. After faxing the completed SAPD Form #CN-01 to the nearest consulate or embassy, officers shall attach the following to his Offense/Incident Report:
1. The completed SAPD Form #CN-01;
  2. If used, the completed SAPD Form #CN-02; and
  3. The fax confirmation.
- H. The Communications Unit and the report writing room at the magistrates’ office will maintain a current list of fax numbers of foreign embassies and consulates. The Research and Planning Detail will be responsible for updating these lists on a yearly basis. The updated list may be found at the following website: [http://travel.state.gov/law/consular/consular\\_745.html](http://travel.state.gov/law/consular/consular_745.html).
- I. Officers shall detail in their reports the following information:
1. The date and time the foreign national was informed of the option of consular notification;
  2. Whether or not the foreign national requested that consular notification be made; and/or;
  3. If consular notification is mandatory or requested, the date and time that the consulate was notified.
- J. If a foreign national is from a country that requires mandatory notification, consular officials have the right to visit arrested or detained nationals from their country.
- K. If a foreign national is not from a country that requires mandatory notification, consular officials have the right to visit arrested or detained nationals from their country, unless the foreign national objects to the visit.

### **.03 DIPLOMATIC/CONSULAR IMMUNITY**

- A. Foreign diplomats and consular officials have varying degrees of immunity from arrest. Foreign diplomats and consular officials should carry an identification card issued by the U.S. Department of State or the U.S. Mission to the United Nations. The Diplomatic and Consular Immunity Guide for Law Enforcement and Judicial Authorities can be accessed on the State Department Website: <http://www.state.gov/documents/organization/150546.pdf>.
1. A diplomatic passport does not automatically grant its holder diplomatic immunity.
  2. Consular ID does not automatically grant its holder diplomatic immunity.



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### *Procedure 619 – Consulate Notification and Diplomatic Immunity*

- B. When an officer is investigating an incident in which a suspect claims diplomatic or consular immunity, the officer shall verify the status of the suspect and immediately notify his supervisor.
- C. The status of a suspect claiming diplomatic or consular immunity is verified by calling either the U.S. Department of State or the U.S. Mission to the United Nations depending on which entity issued the identification card.
  - 1. If the U.S. Department of State issued the identification card, the officer shall verify the status by having the dispatcher call the Protocol Office at (202) 647-1985 (daytime), after hours contact the State Department Operations Center at (202) 647-1512, that is staffed 24-hours a day.
  - 2. If the identification card was issued by the U.S. Mission to the United Nations, the officer shall verify the status by having the dispatcher call (212) 415-4444, that is also staffed 24-hours a day.
  - 3. Should you encounter any problems or need further assistance, you may call the Diplomatic Security Command Center at (571) 345-3146, or toll free 1-866-217-2089
- D. After the official status has been verified and if the suspect has full immunity and inviolability, he may only be handcuffed when he poses an immediate threat to anyone's safety or it is apparent that a serious crime may be otherwise committed.
  - 1. The detained person may be issued a traffic citation, but he or she cannot be arrested for refusing to sign it.
  - 2. Persons having full immunity and inviolability must be released after all pertinent information is obtained.
  - 3. Persons who have full immunity and inviolability may not be arrested.
- E. After the official status has been verified and if the suspect has less than full immunity and inviolability, the suspect may be arrested and will be handled in accordance with Departmental procedures.
  - 1. Officials from the U.S. Department of State or officials from the U.S. Mission to the United Nations will assist the officer in making this determination.
  - 2. Follow-up units/Night CID Unit will also assist the officer in making this determination, in accordance with GM Procedure 708, *Follow-up Units*.
- F. After the incident has been resolved, the handling officer will:
  - 1. Fax a copy of his report and/or traffic citation to the U.S. Department of State in Washington, D.C., (202) 895-3613, or to the U.S. Mission to the United Nations in New York, (212) 415-4162, depending on which entity issued the person's identification card; and
  - 2. Route a copy of his report, through his chain of command, to the Office of the Chief.
- G. Supervisors having been informed of a suspect claiming diplomatic or consular immunity will:
  - 1. Make the scene of the incident, if possible;
  - 2. Prepare and distribute SAPD Form #103-NEN, *Newsworthy Event Notification*; and
  - 3. Ensure a copy of the officer's report and/or traffic citation is faxed to the U.S. Department of State or the U.S. Mission to the United Nations.





## **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



### ***Procedure 619 – Consulate Notification and Diplomatic Immunity***

#### **.04 TRAINING**

All Officers are to receive training regarding notification and access requirements in accordance with international treaties for foreign nationals.

#### **.05 RESPONDING TO CONSULATE**

- A. The only official consulate within San Antonio is the Consulate of Mexico (127 Navarro St, 78205).
- B. An official consulate is not so much foreign soil as it is like private property and as such, peace officers must be invited in.
- C. All other consulates within San Antonio are honorary (which bestows no special considerations).



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 620 – Vehicle Pursuits and Stop Techniques

Office with Primary Responsibility:	PSC, PNC, TSC, FCD	Effective Date: Prior Revision Date:	July 11, 2018 December 21, 2016
Office(s) with Secondary Responsibilities:	CTA	Number of Pages:	13
Forms Referenced in Procedure:	SAPD Form #103 SAPD Form #103-NEN SAPD Form #166 AR	Related Procedures:	501, 504, 607, 609, 708

### .01 INTRODUCTION

This procedure establishes guidelines for officers in situations necessitating the use of emergency vehicles for vehicle pursuits and/or utilizing stop techniques.

### .02 POLICY

- A. The Department recognizes its responsibility to apprehend criminals. This is balanced by acknowledging that in the course of discharging their duties, officers must do so in a manner reasonable and commensurate to the circumstances of each situation.
- B. Officers shall attempt a traffic stop on all suspect vehicles fleeing the scene of or having involvement in a crime, absent exigent circumstances that require the officer's immediate attention.
- C. Officers engage in authorized vehicular pursuits and/or utilize stop techniques only when the benefit of apprehension outweighs the risk to the officer and/or the public.
- D. Officers involved in vehicle pursuits and/or utilizing stop techniques while operating emergency vehicles, exercise due regard for the safety of all persons, constantly aware no assignment is too important and no tasks are to be expedited with such emphasis that the basic principles of safety are jeopardized.
- E. Officers are held accountable for the consequences of reckless disregard for the safety of others and violations of this procedure.

### .03 DISCUSSION

- A. The San Antonio Police Department requires its officers to exhibit a sense of prudent judgment derived from departmental training, acquired knowledge, skills, and ability in the operation of all emergency vehicles.
- B. The sanctity of human life and individual liberties are immeasurable elements of modern society which vests police officers with the responsibility for the preservation and protection of its paramount values. In the vehicle pursuit of this responsibility, officers maintain the understanding that protection of property and apprehension of criminal offenders is subservient to the protection of life, including their own.

### .04 TERMINOLOGY (For specific use within this procedure, see Glossary)

Abandon Pursuit  
Boxing-In  
City Vehicle  
Code-Three Emergency Call  
Command Response Vehicle  
Emergency Vehicle  
Managing Supervisor  
Paralleling  
Precision Immobilization Technique (PIT)  
Pursuit  
Roadblock

Authorization to Continue Pursuit  
Caravan  
Code-One Call  
Code-Two Emergency Call  
Emergency Operation  
Follow(ing)  
Marked Police Vehicle  
Police Vehicle  
Primary Vehicle  
Ramming  
Secondary Vehicle



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 620 – Vehicle Pursuits and Stop Techniques*

Tactical Vehicle Intervention Techniques (TVI)  
Tire Deflation Device

Terminate Pursuit

### **New Terminology**

**Emergency Vehicle:** Means a marked police vehicle or a marked police motorcycle equipped with emergency warning devices (warning lights and sirens), or a command response vehicle.

**Follow(ing):** Means to drive behind a subject vehicle without using emergency warning devices or any other method of instruction to stop by the officer. The police vehicle must adhere to traffic laws and traffic control devices.

**Vehicle Pursuit:** Means an attempt by an officer, while driving an emergency vehicle with lights and sirens activated, to apprehend the occupant(s) of a vehicle who are evading arrest by maintaining or increasing the speed of a vehicle and by ignoring the officer's instruction to stop or are taking evasive actions. Evasive actions may consist of increasing speed making aggressive driving maneuvers (i.e., going off-road, disregarding traffic controls, turning off vehicle lights, and/or weaving in/out of traffic), or similar actions.

**Tactical Vehicle Intervention (TVI):** Techniques that are used by properly trained personnel to terminate a pursuit of a suspect vehicle in an attempt to reduce the danger that exists to the public due to a prolonged pursuit.

**Boxing-In:** Means the intentional movement of authorized vehicles in front of and behind the suspect vehicle when the vehicle is at or near a complete stop to prevent the suspect vehicle from fleeing. Incidental contact of the vehicles may occur if the suspect vehicle attempts to flee and should not be considered a chargeable accident.

**Precision Immobilization Technique (PIT):** Means the intentional contact between the front quarter panel of a moving police vehicle and the rear quarter panel of a moving suspect vehicle. The intention is to cause a controlled spin of the suspect vehicle away from its forward direction, thus safely curtailing the flight of the vehicle. This is not to be considered a chargeable accident.

### **.05 ENVIRONMENTAL FACTORS**

Officers operating emergency vehicles must exercise sound judgment, carefully consider the facts, and weigh the seriousness of the offense against the consequences of jeopardizing the safety of others by continually evaluating the following existing environmental factors when deciding to pursue:

1. Time of day and day of week;
2. Lighting conditions;
3. Volume of traffic, both pedestrian and vehicular;
4. Type of roadway;
5. Condition of the roadway (i.e., dry, wet, paved, or gravel);
6. Weather conditions (i.e., clear, overcast, rain, or fog);
7. Condition of the emergency vehicle and fleeing vehicle;
8. Speeds of the emergency vehicle and fleeing vehicle;
9. Length and duration of the vehicle pursuit;
10. Types of traffic control signals or devices; and



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## *Procedure 620 – Vehicle Pursuits and Stop Techniques*

11. School zones or areas where large crowds gather.

### **.06 EMERGENCY RESPONSE MANAGEMENT**

- A. General Rules: When necessary, officers should take appropriate actions to minimize opportunities for flight by a driver to include sound tactics (car placement), coordination with other units/officers in the area, and remain in constant communication with dispatch to ensure the availability of resources and oversight.
  1. Only emergency vehicles will be utilized for vehicle pursuits and/or stop techniques. Use of Tactical Vehicle Intervention techniques by other than emergency vehicles, must be authorized by specific unit standard operating procedures (SOP).
  2. Officers will not drive emergency vehicles the wrong way on an expressway, an expressway exit or entrance ramp, a divided highway, or any other street or highway designated for one-way traffic; however, officers may be momentarily facing the wrong way at the completion of a PIT or while performing a non-traditional high risk stop; and
  3. Officers will not transport prisoners, witnesses, suspects, complainants, or any person who is not a member of the Department who has not signed SAPD Form #166-AR, *Civilian Observer Authorization and Release*, when driving emergency vehicles in emergency operations.

### **.07 FOLLOWING**

- A. The Department recognizes its responsibility to apprehend criminals and stop fleeing suspects in an effort to preserve public safety. However, apprehension and stopping of fleeing suspects must be done **only** when the benefit of apprehension or stopping fleeing suspects outweighs the risks to the officer and/or the public:
  1. Situations where an officer follows a subject vehicle, but does not or has not engaged in apprehension efforts, do not constitute vehicle pursuits. The police vehicle must adhere to traffic laws and traffic control devices;
  2. Following a subject vehicle for more than fifteen (15) minutes requires supervisory approval. However, once a subject vehicle speeds away or takes any evasive action in an effort to distance itself from police, regardless of whether emergency warning device have been activated, the officer shall immediately discontinue following the vehicle unless it meets the criteria for a vehicle pursuit as described in this policy;
  3. This technique is ideal for establishing reasonable suspicion and/or probable cause when dealing with DWI suspects.

### **.08 VEHICLE PURSUITS**

- A. Officers authorized to engage in vehicle pursuits may utilize emergency vehicles for emergency operations, provided:
  1. The emergency lights and siren are activated;
  2. Officers will reduce speed at all traffic control devices which require a stop under normal driving conditions and in consideration to vehicular and pedestrian traffic (i.e., stop signs, red lights, and flashing red lights) and proceed when it can be done safely;
  3. Officers will reduce speed for vehicles and pedestrians at intersections marked by yield signs or yellow flashing lights and proceed when it can be done safely;
  4. Officers will reduce speed and proceed when it can be done safely when driving emergency vehicles in vehicle pursuits through or into school zones during normal school hours or into areas where large crowds are known to congregate, such as city parks and outdoor public events; and



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## *Procedure 620 – Vehicle Pursuits and Stop Techniques*

5. Officers will exercise due regard for the safety of all persons.

### B. Vehicle Pursuit Management:

1. A managing supervisor will determine the number of emergency vehicles engaged in a vehicle pursuit to a maximum of four (4), inclusive of the primary and secondary vehicle.
2. Vehicles not normally used for patrol and/or traffic enforcement (prisoner transport wagons, etc.) shall not engage in vehicle pursuits.
3. Officers will not continue a vehicle pursuit or assist in a vehicle pursuit unless immediate authorization to continue the vehicle pursuit or assist is received from the managing supervisor.
4. Officers will not engage in paralleling, ramming, caravanning, or driving alongside a pursued vehicle.
5. Officers will not set up roadblocks.
6. Emergency vehicles without roof-mounted emergency lights and two (2) wheeled motorcycles must abandon a vehicle pursuit when an emergency vehicle with roof-mounted emergency lights enters the vehicle pursuit.
7. If a vehicle pursuit is terminated by the officer in the primary vehicle, the managing supervisor, or the direction of a dispatcher, all officers shall discontinue the vehicle pursuit.
8. When any officer, supervisor, or dispatcher announces that a vehicle pursuit is terminated, all assigned officers shall turn off all emergency warning lights and siren, slow down and adhere to all traffic laws and traffic control devices. The officers in the vehicle pursuit shall notify the dispatcher of their location.
9. Once a vehicle pursuit is terminated, officers must receive authorization from a supervisor to continue to follow the vehicle, and if authorization is granted, the vehicle may only be followed as a Code-One response, while adhering to all traffic laws and traffic control devices.

- C. The use of firearms to affect the apprehension of a fleeing suspect constitutes the use of deadly force, and will only be done in accordance with GM Procedure 501, *Use of Force*.

### **.09 OPERATION OF EMERGENCY VEHICLES IN VEHICLE PURSUITS**

- A. Vehicle pursuits involve hazardous circumstances and environmental factors which create a high risk for the officers involved, as well as citizens within the vicinity of the vehicle pursuit. Officers must weigh the hazardous circumstances and environmental factors associated with a vehicle pursuit against the possibilities of serious bodily injury or death to other motorists, pedestrians, the pursuing officers, and the offender. Officers must understand there is a point at which the risks outweigh the benefits of apprehending a suspect.
- B. The following situations determine when a vehicle pursuit will not be initiated and when a vehicle pursuit may be continued.
  1. Situations where officers will not engage in a vehicle pursuit:
    - a. Vehicle pursuits are not authorized for traffic infractions, ordinance violations, non-violent misdemeanors (not involving the use of firearms), and non-violent felonies.
    - b. For the purpose of this procedure, fleeing from an officer is not considered a violent felony; therefore, vehicle pursuits are NOT authorized based on the fact that the vehicle is fleeing; and
    - c. The individuals fleeing are suspects only and the actual crime has not been determined.



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2. Situations where vehicle pursuits, if initiated, may be continued, depending on the hazardous circumstances and environmental factors:
  - a. The occupant(s) has committed, is committing, or is about to commit a violent felony offense (i.e. Aggravated Robbery or Aggravated Assault, and/or other crimes against a person in which violence is an element to the **felony** offense);
  - b. The occupant(s) has committed or is committing a violent misdemeanor offense involving the use of a firearm; or
  - c. The occupant(s) is known to be wanted under an active warrant for a violent felony offense.

### **.10 VEHICLE PURSUIT RESPONSIBILITIES**

#### A. Primary Vehicle Driver Responsibilities:

1. Activates the vehicle emergency warning devices from the point at which the officer engages in the vehicle pursuit until its termination;
2. Immediately notifies the dispatcher of the location, direction of travel, speed, reason for the vehicle pursuit, the presence of other law enforcement agencies, the description of the vehicle being pursued, and the number of occupants;
3. Provides updated information regarding the direction of travel, speed, and other pertinent details. Radio transmissions are kept as short as possible to allow communication between the dispatcher, managing supervisor, and assisting officers;
4. Terminates the vehicle pursuit if authorization is not immediately received from the managing supervisor;
5. Terminates the vehicle pursuit if radio contact with the dispatcher is lost;
6. Terminates the vehicle pursuit if the hazardous circumstances or environmental factors present an unreasonable risk to public safety; and
7. Abandons the vehicle pursuit if any mechanical problems develop in the primary vehicle.

#### B. Secondary Vehicle Driver Responsibilities:

1. The first officer arriving to assist the primary vehicle driver notifies the dispatcher and becomes the secondary vehicle driver;
2. The officer must receive immediate authorization from the managing supervisor or dispatch supervisor to assist in the vehicle pursuit;
3. Activates the secondary vehicle's emergency warning devices from the point at which the secondary vehicle enters the vehicle pursuit until its termination. The secondary vehicle's siren may be deactivated if it interferes with radio communications;
4. Follows the primary vehicle at a safe distance and assumes the radio communication responsibilities for the primary vehicle driver;
5. Becomes the primary vehicle if the primary vehicle abandons the vehicle pursuit; and
6. Abandons the vehicle pursuit if any mechanical problems develop in the secondary vehicle.



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### C. Managing Supervisor Responsibilities:

1. If a Supervisor engages in a vehicle pursuit, then another supervisory officer (regardless of rank) must be identified as the managing supervisor and must approve and manage the vehicle pursuit;
2. Immediately authorizes continuation or orders termination of the vehicle pursuit depending on the hazardous circumstances and environmental factors present as stated by the primary vehicle driver;
3. Ensures not more than four (4) emergency vehicles are engaged in a vehicle pursuit;
4. Ensures the Helicopter Detail, if available, is notified. Once a police helicopter has a pursued vehicle in sight, the managing supervisor may authorize the continuation of the vehicle pursuit based on the following circumstances:
  - a. The severity of the offense;
  - b. The number of occupants in the suspect vehicle;
  - c. The likelihood of the suspects being armed;
  - d. The preservation of physical evidence; or
  - e. Other justifications which can be articulated.
5. Directs the tactics of the vehicle pursuit;
6. Constantly evaluates the vehicle pursuit;
7. Assigns additional officers to assist with traffic control, accident investigation, foot pursuit, and/or perimeter security if the termination ends with the apprehension of the vehicle or subjects; and
8. Orders the termination of a vehicle pursuit at any time hazardous circumstances or environmental factors present an unreasonable risk to public safety;
9. Supervisors will be held accountable for failing to respond when notified by the dispatcher and assuming the responsibilities of the managing supervisor. When notified by the dispatcher, supervisors shall take the responsibility of the managing supervisor regardless of the unit of assignment of the primary or secondary vehicle in the vehicle pursuit. Accountability extends for failing to terminate vehicle pursuits when hazardous circumstances or environmental factors would cause a reasonable and prudent person in the same circumstances to reasonably believe an unreasonable risk to public safety exists; and
10. Accountability for ensuring the procedural guidelines governing vehicle pursuits are complied with shall rest with the highest ranking officer monitoring or responding to the vehicle pursuit. While the highest ranking officer monitoring the vehicle pursuit oversees it, this does not relieve the managing supervisor of his/her assigned procedural tasks and responsibilities of the vehicle pursuit.

### D. Helicopter Detail Responsibilities:

1. The Helicopter Detail, when available and weather conditions permitting, responds to all vehicle pursuits.
2. The Helicopter Detail shall utilize its airborne video equipment to record all vehicle pursuits and entailing foot chases until officers secure the actor(s).





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### E. Dispatcher and Communications Supervisor Responsibilities:

1. Ensures the handling dispatcher assigns a managing supervisor and secondary vehicle to the vehicle pursuit, and records the identity of other officers assigned to the vehicle pursuit;
2. Affirms the dispatchers on other affected communication channels provide their officers with information relative to the vehicle pursuit;
3. Assigns a radio frequency specifically for the use of the officers involved in a vehicle pursuit, if necessary;
4. Apprises the managing supervisor of any traffic problems relative to the vehicle pursuit; and
5. Announces the termination of a vehicle pursuit at the direction of the managing supervisor or in the absence of a managing supervisor.

### F. Vehicle Pursuit into another Jurisdiction:

1. The vehicle pursuit will terminate at the Bexar County line, except when continued vehicle pursuit is authorized by the managing supervisor;
2. When a vehicle pursuit enters into another jurisdiction, the secondary vehicle driver notifies the managing supervisor and dispatcher;
3. The dispatcher notifies the appropriate law enforcement agency of the vehicle description, circumstances of the vehicle pursuit, and if assistance is requested;
4. If the offender is apprehended, the arresting officer waits for the arrival of the managing supervisor and an officer from that jurisdiction;
5. In all vehicle pursuits which end in the apprehension of the offender outside of Bexar County, the offender is taken, without unnecessary delay, before a magistrate of the county in which the arrest is made; and
6. The ranking on duty officer is notified of all vehicle pursuits which continue out of Bexar County.

### G. Vehicle pursuit into San Antonio from Other Jurisdictions:

1. Communications:
  - a. Maintains liaison with other law enforcement agencies involved in vehicle pursuits which enter into the City of San Antonio; and
  - b. Assigns a managing supervisor to supervise the Department's officers in their assistance with the vehicle pursuit.
2. Managing Supervisor:
  - a. Determines the number of police vehicles from the outside agency involved in the vehicle pursuit;
  - b. Determines if assistance is specifically requested by the initiating jurisdiction;
  - c. Determines if assistance from the Department is required;
  - d. Notifies the Helicopter Detail, if available, to respond;



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- e. Does not assign officers to engage in the vehicle pursuit if there are two (2) marked police vehicles from outside agencies already engaged in the vehicle pursuit;
- f. Assigns an officer as the secondary unit if there is only one (1) outside agency marked police vehicle involved in the vehicle pursuit;
- g. Assigns officers to assist with traffic control, accident investigation, foot pursuit, and/or perimeter security at the scene of termination;
- h. Terminates the SAPD officer's involvement if the actions of officers from another agency present an unreasonable risk to public safety; and
- i. Submits a written report, with SAPD case number, giving the details of the vehicle pursuit and the names of all SAPD officers involved in the vehicle pursuit.

### **.11 TACTICAL VEHICLE INTERVENTIONS (TVI)**

If a pursuit is allowed to continue given the criteria set forth in this policy, tactical vehicle intervention techniques should be considered by supervisors as early as possible. TVI techniques are methods used to physically terminate a pursuit, including those listed below. Only officers who have successfully completed the SAPD Precision Driving Unit training, in a technique listed below, shall be authorized to use them. **A supervisor must authorize the use of a TVI technique unless exigent circumstances dictate immediate action without prior approval. Officers employing such TVI techniques without supervisory approval shall be required to justify the exigency that led to their actions.**

- A. Traffic Stop:** A stop or an attempted stop by an officer, while driving an emergency vehicle with lights and sirens activated, to apprehend the occupant(s) of a vehicle who are not evading arrest or violating any traffic laws. (i.e., going off-road, disregarding traffic controls, turning off vehicle lights, and/or weaving in/out of traffic), or similar actions.
- B. Boxing-In:** Officers during their shift may encounter a vehicle that the driver is considered to be down and out (loss of mental and physical faculties) and may place their emergency vehicle in front of and or behind the suspect vehicle (if a cover officer is present) in an attempt to stop the suspect vehicle from fleeing, prior to the officer making contact with the driver. This placement of the officer's emergency or authorized vehicle may also be done when during a pursuit, the suspect vehicle comes to a stop and an opportunity presents itself to box-in the suspect vehicle from continuing its possible flight thus ending the pursuit. Officers shall be aware that this technique could put them in a potentially disadvantageous tactical position and shall adhere to sound tactics to seek cover and prevent crossfires. This intentional movement of authorized vehicles during this maneuver may incur incidental contact of the vehicles if the suspect vehicle attempts to flee and should not be considered a chargeable accident.
- C. Use of Tire Deflation Device:** Officers who have completed the SAPD Precision Driving Unit Tire Deflation Device (TDD) training, with approval from a supervisor, may deploy a Tire Deflation Device in accordance with appropriate SOP.
- D. Precision Immobilization Technique (PIT):** Officers who have successfully completed the SAPD Precision Driving Unit PIT training may deploy the PIT maneuver as per their training **with supervisor approval. An officer may employ the PIT maneuver without supervisory approval based on exigent circumstances. The officer shall be required to justify the exigency that led to their actions.** The use of the PIT maneuver shall be accomplished in accordance with the appropriate unit SOP.

### **.12 REQUIRED REPORTS**

- A. All officers who are engaged in a vehicle pursuit, who are assigned to assist in a vehicle pursuit, or who participate in a vehicle pursuit, including officers who are near the location of where the vehicle pursuit concluded, will submit



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written reports to the managing supervisor regardless of whether the vehicle pursuit was abandoned, terminated, or the offender was apprehended.

**B. Primary vehicle driver's report will include:**

1. The reason or probable cause for engaging in the vehicle pursuit;
2. A description of the pursued vehicle and occupants;
3. The location where the officer engaged in the vehicle pursuit;
4. The route of the vehicle pursuit;
5. An account of the violations committed by the offender during the vehicle pursuit;
6. A summary of the tactics employed to apprehend the offender;
7. The point of abandonment or termination of the vehicle pursuit; and
8. If the offender is apprehended, an account of his involvement in the arrest.

**C. Secondary vehicle driver's report will include:**

1. The location where the officer engaged in the vehicle pursuit;
2. A summary of the tactics employed to apprehend the offender;
3. The point of abandonment or termination of the vehicle pursuit; and
4. If the offender is apprehended, an account of his involvement in the arrest.

**D. Other officers' reports will include:**

1. Assigned duties in relation to the vehicle pursuit;
2. A summary of the tactics he utilized relative to his assigned duties; and
3. If the offender is apprehended, an account of his involvement in the arrest.

**E. Helicopter Detail officers' reports will include:**

1. Assigned duties in relation to the vehicle pursuit;
2. A summary indicating if the vehicle pursuit was videotaped and the location of the videotape;
3. Evaluation of the vehicle pursuit to include procedural violations, recommendations for training, and other pertinent concerns in relation to the vehicle pursuit; and
4. The report is forwarded to his/her chain of command with a copy submitted to the appropriate Division Commander of the officer initiating the vehicle pursuit.

**F. Dispatcher's report will include:**

1. Time, date, duration, and route of the vehicle pursuit;



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2. Units assigned to include the names and badge numbers of the officers involved;
3. Managing supervisor assigned;
4. Vehicle pursuit details to include any difficulties encountered during the vehicle pursuit; and
5. The report is forwarded to the Communications Supervisor.

G. Managing supervisor's report will include:

1. The identity of all officers involved and their assignments relative to the vehicle pursuit;
2. A summary of any accidents or other incidents arising from or related to the vehicle pursuit;
3. If he terminates the vehicle pursuit, the time and location the vehicle pursuit was ordered terminated;
4. Recommendations for any needed corrective or disciplinary actions to include training recommendations. Pertinent AVL and/or video records to document the need for any corrective or disciplinary actions should be included;
5. A summary of information obtained from reviewing all available in-car video and the GPS (AVL) records of all officers assigned to the vehicle pursuit, whether they were assigned as the Primary, Secondary, or other duties;
6. Printouts of pertinent AVL records showing the speed, path and direction of the vehicle pursuit from the Primary, Secondary or any other officers authorized in the vehicle pursuit; and
7. A summary of pertinent information gathered from reviewing the Audio records from dispatch concerning the vehicle pursuit.

### **.13 FOLLOW-UP RESPONSIBILITIES**

A. The Managing Supervisor:

1. As soon as practical after the conclusion of the vehicle pursuit, prepares SAPD Form #103-NEN, *Newsworthy Event Notification*, and route the form through electronic mail to the following offices:
  - a. Office of the Chief;
  - b. Applicable Assistant Chief;
  - c. Applicable Division Commander:
    - (1) Patrol Division;
    - (2) Tactical Support Division; and
  - d. Police Media Services Detail.
2. Collects copies of reports from all officers involved in the vehicle pursuit;
3. Reviews each report to ensure the required information is in the report;
4. Conducts an analysis of the vehicle pursuit using the AVL system, video evidence and audio recordings from dispatch as well as the reports submitted by all officers and completes the appropriate section of the SAPD Form #103, *Pursuit Evaluation Report*; and



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5. Attaches copies of the officers' reports, including his report, any pertinent AVL records, and a copy of SAPD Form #103-NEN, to the vehicle pursuit evaluation report, and forwards the packet to his shift/unit director.

**B. Shift/Unit Director:**

1. Reviews all submitted reports;
2. Conducts an evaluation of the vehicle pursuit, directing any questions to the managing supervisor. This evaluation is directed towards identifying violations of policies and procedures and any needed corrective or disciplinary action; and
3. Completes the appropriate section of the vehicle pursuit evaluation report and forwards it, along with the attached reports, to his section commander.

**C. Communications Supervisor:**

1. Reviews the vehicle pursuit report submitted by the handling dispatcher;
2. Conducts an evaluation of the vehicle pursuit as it relates to dispatch procedures and directs any inquiries back to the dispatcher; and
3. Completes the appropriate portion of the vehicle pursuit report form noting any additional information on the vehicle pursuit to include procedural violations, training recommendations, and other pertinent information and faxes a copy of the report to the managing supervisor. The original copy of the report is forwarded to the Communications Director.

**D. Communications Director:**

1. Completes the appropriate portion of the dispatcher's vehicle pursuit report and directs any questions back to the Communications Supervisor; and
2. Forwards a copy of the report to the appropriate Division Commander of the officer initiating the vehicle pursuit.

**E. Section Commander:**

1. Reviews all submitted reports and shall also be responsible for reviewing all available data (including but not limited to vehicle GPS data, video evidence, and audio tapes maintained by Communications) for the noted vehicle pursuit prior to completing the vehicle pursuit evaluation report;
2. Conducts an evaluation of the vehicle pursuit, directing any questions to the shift/unit director. This evaluation is directed towards identifying violations of policies and procedures and any needed corrective or disciplinary action; and
3. Completes the appropriate section of the vehicle pursuit evaluation report and forwards it, along with the attached reports, to his Division Commander.

**F. Division Commander:**

1. Reviews all submitted reports;
2. Shall be responsible for reviewing all available data, including but not limited to vehicle GPS data, video evidence, and audio tapes maintained by the Communications, for the noted vehicle pursuit prior to completing the vehicle pursuit evaluation report;



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3. Conducts an evaluation of the vehicle pursuit, directing any questions to the Section Commander. This evaluation is directed towards identifying violations of policies and procedures and any needed corrective or disciplinary action;
4. Completes the appropriate section of the vehicle pursuit evaluation report and forwards the vehicle pursuit packet to a Patrol Division Commander for entry into the Pursuit Information Database; and
5. Forwards a copy of the vehicle pursuit packet to the Internal Affairs Unit, if disciplinary action is recommended.

### **.14 VEHICLE PURSUITS ANNUAL EVALUATION-ANALYSIS**

The Patrol Division Commander responsible for maintaining the Pursuit Information Database will complete an annual written evaluation of all vehicle pursuits to determine their effectiveness and to recommend any training, or policy modifications needed. The annual evaluation will be presented to the Chief of Police, and will include at a minimum the following:

1. Reason for vehicle pursuit initiation
2. Number of vehicle pursuits initiated
3. Number of vehicle pursuits terminated
4. Number of vehicle pursuits abandoned
5. Miles covered
6. Time duration of vehicle pursuit
7. Speeds involved
8. Other jurisdictions involved
9. Arrests/Apprehensions
10. Hazardous circumstances
11. Environmental factors as per .05
12. Risks identified
13. Policy/Procedure violations
14. Training Issues identified
15. Technical difficulties
16. Crashes
17. Property damage
18. Injuries



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### **.15 POST VEHICLE PURSUIT/FOLLOWING RESPONSIBILITIES**

- A. In all instances where a suspect evades police and/or a vehicle pursuit is terminated, all pertinent information will be entered into the Be On the Look Out (BOLO) System and a follow-up investigation will be conducted.
  1. Suspect and Vehicle information will be entered as either:
    - a. vehicle Pursuit – SUSPECT; or
    - b. vehicle Pursuit – ARRESTED
  2. Vehicle Pursuit – SUSPECT entries will remain valid for two (2) calendar years and vehicle Pursuit – ARRESTED entries will remain valid for one (1) calendar year. After these respective time frames, the entries will no longer show up as return information when checking a license plate.
  3. The following pertinent incident data will be entered into the COMMENTS section of the BOLO notice:
    - a. Location;
    - b. Circumstances;
    - c. CFS number (with Case number, if applicable); and
    - d. Other data of investigative value.
- B. Any Officer involved in a vehicle pursuit where the suspect evades apprehension or where a vehicle pursuit is terminated will ensure the following is done as soon as possible:
  1. The officer will contact the Communications Office and ensure that a BOLO is generated;
  2. The officer will generate a report for the offense of EVADING ARREST OR DETENTION (Penal Code 38.04); and
  3. The officer will forward a copy of the report to the Traffic Investigation Detail (TID).
- C. The Traffic Investigations Detail (TID) will be consulted and they will coordinate with Patrol and/or follow-up units handling the primary offense, to ensure timely and accurate handling of any evidence collection and execution of warrants that may be generated.
  1. The follow-up unit assigned to investigate the case is the unit assigned the primary offense of offense that initiated the case, in accordance with Procedure 708, *Follow-Up Units*.
  2. Vehicles may be impounded as evidence of Evading Arrest or for some other charge, in accordance with Procedure 607, *Impounding Vehicles* and Procedure 504, *Execution of Search Warrants*.
  3. TID or the follow-up unit assigned to investigate the case will ensure that the BOLO system is updated, via the Communications Office, when changes to the status of the vehicle pursuit category (Suspect or Arrested) are needed.





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## Procedure 701 – Crime Scene Duties

Office with Primary Responsibility:	IDC	Effective Date: Prior Revision Date:	July 18, 2014 May 04, 2012
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC	Number of Pages:	12
Forms Referenced in Procedure:	SAPD Form #45-F9 SAPD Form #2010 SAPD Form #4130	Related Procedures:	307, 606, 708

### .01 INTRODUCTION

- A. This procedure outlines the duties of members who respond to the scene of a crime or assist in the initial investigation of a crime.
- B. This procedure is intended to provide guidelines to help preserve the integrity of the crime scene itself and all physical evidence at or near the scene.
- C. This procedure does not prescribe the procedures or methods to be used in the highly specialized area of collection of physical evidence by UEDIs/Crime Scene Unit Investigators, nor does it prescribe follow-up investigation procedures.

### .02 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

Digital Evidence  
Major Crime

Digital Storage Device  
Master Video Recording

Handheld Digital Device  
Physical Evidence

Life Threatening Incident  
Video Recording Origin

### .03 PHYSICAL EVIDENCE

- A. The scene of any crime is physical evidence in itself. However, the best physical evidence is normally found at or near the site of the most critical action taken by the criminal against the property or victim.
- B. In order for physical evidence to be effectively used by the Investigator and the prosecutor, its presence must be recognized by the officers at or near the crime scene.
- C. Physical evidence must be properly preserved, recorded, and collected for it to be of use in discovering the facts of a crime.
- D. The first officer to arrive at the scene of a crime automatically assumes the responsibility of securing the crime scene area from unauthorized intrusions to protect any physical evidence.

### .04 DIMENSIONS OF A CRIME SCENE

- A. No set of definite rules can be applied to defining the dimensions of the scene of a crime.
- B. While it is entirely possible the dimensions of a crime scene will be large, there are usually priority areas readily apparent to the trained officer/UEDI or Crime Scene Unit Investigator which should be given immediate protection.

### .05 COMMAND / SUPERVISORY OFFICERS' CRIME SCENE RESPONSIBILITIES

- A. Command Officers
  - 1. While the ranking command officer at the scene of any call is in overall charge, he may delegate supervision to the assigned sergeant and acts as an overseer. He intervenes only when he observes serious breaches of established procedure.
  - 2. Make periodic checks of major crime scenes to ensure proper procedures are being followed.



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3. Exceptions are calls which involve an officer of this department in any major incident. Under such circumstances the ranking command officer shall be in charge of the scene.

### B. Supervisory Officers

1. Patrol Division supervisory officers are in charge of supervising all lower ranking officers at any major crime scene, including follow-up detectives and Crime Scene Unit Investigators in the absence of an Investigations Division supervisory officer. If the scene involves a major crime, evidence processing shall be handled in accordance with section .06, B., 1., c.
2. When an Investigations Division supervisory officer is present at a crime scene, he supervises the activities of the follow-up detectives, UEDIs, and Crime Scene Unit Investigators assigned to the case.
3. In the absence of an Investigations Division supervisory officer, the Crime Scene Unit Supervisor is in charge of the UEDI/Crime Scene Unit Investigators.
4. Patrol Division supervisory officers proceed to any major crime scene or any crime scene where supervisory presence is requested and assess the crime scene to determine:
  - a. Whether there are sufficient officers at the scene. Request additional officers, if necessary;
  - b. The dimensions of the crime scene and the best method of protecting the scene;
  - c. Whether the proper quadrant has been established and the officers assigned are working it properly;
  - d. Whether the proper information regarding the actor has been broadcast to officers working the quadrant;
  - e. Whether the dispatcher has notified the Bexar County Medical Examiner's Office in cases involving deaths; and
  - f. Whether the Investigations Division detectives are needed at the scene, and if so, ensures proper adherence to GM Procedure 708, *Follow-Up Units*, is followed.
5. Assign officers to specific duties required to correctly protect and process the crime scene.
6. Provide for the transportation of complainants and witnesses, if necessary.
7. Determine when and/or if the news media may be briefed and admitted to the scene in accordance with GM Procedure 307, *Public and Media Information*.
8. Remain at the scene as long as necessary to ensure proper protection of the scene and supervises subordinates in the performance of their assigned functions.
9. Ensure all officers prepare the necessary reports.
10. Prepare a supplemental report describing any actions taken and the names and assigned duties of officers present at the crime scene.

### **.06 OFFICERS/ UEDIs' GENERAL CRIME SCENE DUTIES**

#### A. Officer(s) Assigned to Crime Scene

1. Proceed to the crime scene and observe all conditions and events on the way to and on arrival at the crime scene.



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2. Note any remarks made by the complainant, witness, or actor upon arrival at the crime scene.
3. Pursue and apprehend the actor if the actor is still at the scene, visibly fleeing the scene, or in the general area of the scene.
  - a. Interview and/or interrogate the actor or suspect; or
  - b. If the crime will be investigated by a follow-up unit, the follow-up unit personnel will interview and/or interrogate the actor or suspect.
4. Use caution when entering the crime scene so as not to destroy physical evidence.
5. Request EMS for any injured or sick persons.
6. Ascertain the actual type of crime committed.
  - a. If an emergency exists, the amount of time lapse involved and whether additional officers are needed to aid the injured and secure the scene; or
  - b. If an emergency does not exist, advise responding officers to slow down in responding to the scene of the crime.
7. If possible, obtain a description of the actor, the means, and direction of flight, and whether or not the actor is armed. This information is relayed to the dispatcher.
8. Secure and protect the crime scene and any physical evidence by preventing unauthorized persons from entering the crime scene area. Officers should pay particular attention to items which may contain DNA evidence.
9. Request a UEDI/Crime Scene Unit Investigator to process the crime scene for physical evidence.
10. Locate, identify, and interview the complainant and witnesses:
  - a. Officers should utilize SAPD Form #2010, *Neighborhood Canvas Form*, on any preliminary criminal investigation where witnesses are likely to be present, or at the direction of a supervisor or follow-up unit personnel.
  - b. All SAPD Forms #2010 are forwarded to the appropriate follow-up unit.
  - c. If the crime will be investigated by a follow-up unit, contact the follow-up unit personnel to see if they need to also interview the complainant and witnesses.
11. Prepare the proper reports which describe the offense, including:
  - a. Any vehicles, persons, or suspicious activities possibly related to the offense which was observed on the way to the scene;
  - b. Time of arrival at the scene of the crime;
  - c. The name of all officers present, should supervisory officers not make the scene; and
  - d. Initial observations by the officer, including any *res gestae* statements made by the actor or dying declarations made by the complainant.
12. Continue protection of the crime scene and all physical evidence to maintain its integrity. Avoid handling items of physical evidence unless it is absolutely necessary to prevent its loss, destruction, or contamination.



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13. When an officer must handle evidence to protect it from loss, destruction, contamination, or for the victim to receive proper medical treatment, the officer takes custody of the evidence, and:
  - a. Handles the item in the least intrusive manner to avoid destroying the item, fingerprints, or other trace evidence that may be on the item;
  - b. Marks the exact location where the evidence was found and points this out to the UEDI/Crime Scene Unit Investigator;
  - c. Protects the item from loss or unnecessary handling; and
  - d. Marks the item for later identification and turns it over to the UEDI/Crime Scene Unit Investigator, if one is assigned to the call, or places the item in the Property Room as evidence. Care must be exercised to avoid destruction of latent fingerprints or trace evidence on the item when marking it.
14. When an officer must handle a firearm as evidence at a crime scene either prior to the arrival of UEDI/Crime Scene Unit Investigators or because they are not available, the officer:
  - a. Assumes custody of the firearm when it is obvious the firearm must be removed to protect it from loss, destruction, or contamination;
  - b. Handles the firearm in the least intrusive manner to avoid destroying the item, fingerprints, or other trace evidence that may be on the firearm (i.e., does not rotate the cylinder, does not unload firearm);
  - c. As soon as practical, secures the firearm by placing it in the locked trunk of the officer's police vehicle;
  - d. Records the exact location of recovery, condition of the firearm, and marks it with his initials;
  - e. Places the firearm in the Property Room in accordance with GM Procedure 606, *Impounding Property*, or turns the firearm over to UEDIs/Crime Scene Unit Investigators upon their arrival and relates the location where it was found; and
  - f. Details his possession of the evidence in a written report.
15. All officers assigned to, dispatched to, or assisting at or near any crime scene where a felony apprehension has been made will prepare the necessary supplemental reports documenting the reason for responding and actions taken in regard to the call. A copy of the report will be forwarded to the respective follow-up unit.

### **B. UEDI/Crime Scene Unit Investigator Assigned to Crime Scene:**

1. Upon arrival, immediately surveys the crime scene to determine:
  - a. The type of crime committed;
  - b. Whether additional equipment or personnel are needed to assist in processing the crime scene and request same from the dispatcher; and
  - c. At a major crime scene, UEDIs must receive approval and direction from the Crime Scene Unit Supervisor or the follow up unit investigator assigned to the crime scene prior to processing the scene.
2. Establishes the perimeter of the crime using crime scene barrier tape, if necessary;
3. Processes the crime scene for evidence (i.e., collects latent fingerprints, photographs, sketches, DNA evidence, etc.);



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4. Collects and preserves all physical evidence at the crime scene and places the physical evidence in the Property Room;
  5. Prepares the necessary supplemental reports of all actions taken, including the names of any officers who assisted.
- C. Follow-Up Unit Detective Assigned to Crime Scene:
1. Proceeds to the crime scene when notified to do so;
  2. Obtains initial information from the officer responsible for preparing the offense report;
  3. Assesses the crime scene to determine if their presence in the crime scene area is necessary and:
    - a. When it is necessary to enter, uses caution to avoid contamination of the crime scene area; and
    - b. Avoids handling, contaminating, or altering the crime scene. When it becomes necessary to move any objects before the UEDI/Crime Scene Unit Investigator arrives, the follow-up unit detective records the exact location and condition in the detective's report, properly marks the item, and turns it over to the UEDI/Crime Scene Unit Investigator for processing upon arrival.
  4. Identifies and interviews witnesses outside the immediate crime scene area;
  5. Makes arrangements for witnesses to give their statements and advises a Patrol Division Sergeant when transportation is necessary.
  6. Prepares the proper supplemental report describing the detective's actions.

### **.07 OFFICERS/UEDIs SPECIFIC CRIME SCENE RESPONSIBILITIES**

- A. Homicide and/or violent crime scenes
1. In every instance, officers/UEDIs call for emergency medical assistance.
  2. Personnel authorized to enter a homicide or violent crime scene includes:
    - a. First officer/UEDI to arrive;
    - b. Emergency medical personnel;
    - c. Assigned Patrol Division Sergeant;
    - d. Additional officers/UEDIs necessary to secure and protect the crime scene;
    - e. Assigned Crime Scene Unit Investigator(s), including the Crime Scene Unit supervisor;
    - f. Assigned follow-up unit personnel; and
    - g. Investigators from the Bexar County Medical Examiner's Office.
  3. A Patrol Division Supervisor will assign a Patrol Officer to complete SAPD Form 4130, "Crime Scene Personnel Log," to document all personnel entering the crime scene. SAPD Form 4130 will be forwarded to the Homicide Unit prior to the end of the assigned Patrol Officer's tour of duty. Upon receiving SAPD Form 4130, Homicide Unit personnel will ensure that it is included in the investigative file.



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4. Once the crime scene has been deemed secure:
  - a. Any personnel entering an indoor crime scene will wear protective shoe coverings and gloves;
  - b. Any personnel entering an outdoor crime scene will wear gloves. The use of any additional equipment, such as shoe covers, will be determined by an Investigations Division Supervisor.
5. The Follow-Up Unit Supervisor or his designee, will be responsible for the direction and coordination of the investigation.
6. When the victim is obviously dead, the body may not be moved without authorization from the Bexar County Medical Examiner or a Medical Examiner Investigator, except:
  - a. In emergency circumstances; or
  - b. In cases of unreasonable delay after repeated attempts to contact Medical Examiner's Office personnel have failed.
7. Before moving the victim's body, the officers/UEDIs shall:
  - a. Make note of the original position of the victim; and
  - b. Request the Crime Scene Unit Investigator photograph and take necessary measurements of the crime scene.
8. Upon discovery of a "mysterious" homicide or one in which no witnesses or suspects are apparent, or where it appears a solution to the crime may rest heavily on the development of physical evidence to identify a criminal actor or actors, the only officers authorized to enter a crime scene are those specifically charged with processing the area for physical evidence. After the scene has been processed, other officers may be allowed to enter.
9. Officers make note of any physical evidence—which may be accidentally moved by medical personnel and ensure medical personnel do not contaminate the crime scene by discarding any of their supplies or equipment in the area.
10. Officers/UEDIs relate to the Crime Scene Unit Investigator, the follow-up unit detective, and any supervisory personnel, the following:
  - a. Any changes in the victim's position; and
  - b. Any physical evidence the officer found necessary to pick up, the location where it was found, and any other alterations of the crime scene area.

### **B. Crime Scenes Where Video Recordings Are Made:**

1. VHS Recording Devices and Digital Recording Devices
  - a. Officers(s) Assigned
    - (1) Locate the video recording origin and take custody of the VHS tape and pull the tab on the side of the VHS tape so the tape cannot be recorded over. If the origin is a digital recording device officers should have some form of digital video copy (CD, DVD, Floppy Disk, Flash drive, etc.) made by the employees, manager, or owner. This digital video copy becomes the master video recording.
    - (2) If the video recording origin is locked, or a digital video copy cannot be made, contact the person in charge of the location.



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- (i) If entry into the video recording origin is refused, a supervisor is notified.
    - (ii) If a digital video copy cannot be made, the officer will have the person in charge of the location contact the company where the digital video equipment was purchased or whoever they have the service/security contract with and have them respond to make a copy.
    - (iii) A reasonable amount of time should be allowed as long as the investigation is not prolonged or hindered.
    - (iv) If the officer is refused custody of the VHS tape a supervisor is notified.
    - (v) If a digital video copy cannot be made, the officer will document the name and phone numbers of the company and/or the name and phone numbers of the company that services the DVR equipment. A supervisor then is notified.
    - (vi) The officers shall document in their report all supervisors and follow-up unit detective's names contacted and the decisions made.
  - (3) Officers/UEDEs should not view or make copies of the master video recording without approval from the follow-up unit investigator or supervisor. Viewing of a master video recording should only be conducted by the follow-up unit personnel assigned to the crime or personnel from the Technical Investigations Detail unless viewing of the master video recording is needed for immediate information on the crime and can be done in a manner which does not present a risk to the master video recording value as evidence, with approval from the follow-up unit.
  - (4) Maintains custody and control of the master video recording, unless the master video recording is released to a Crime Scene Unit Investigator or Technical Investigations Detail detective at a life-threatening incident or is requested by a member of the follow-up unit. Officers will document in their report the disposition of the video evidence.
  - (5) Upon completion of his crime scene duties, the officer delivers the master video recording and a copy of his report to the video tape receptacle located in the Headquarters Building Central Mail Room. If the master video recording was released to a Crime Scene Investigator or a member of the follow-up unit, the officer shall attach a copy of his report to the master video recording before releasing the master video recording.
- b. Crime Scene Unit Investigator Assigned
- (1) Takes custody of the master video recording if the crime is a life-threatening incident;
  - (2) Releases the master video recording to a member of the follow-up unit, if requested; or
  - (3) Returns the master video recording along with a copy of his report and the officer's report to the video tape receptacle located in the Headquarters Building Central Mail Room.
  - (4) If the digital video copy cannot be made, the Crime Scene Unit Investigator shall take custody of all digital video equipment including the monitor when requested by a supervisor and place it in the Property Room. They shall also route a copy of their report to the follow-up unit and Technical Investigations Detail supervisors.
- c. Follow-Up Unit Detective(s) Assigned
- (1) Views or takes custody of a master video recording of a crime involving a life threatening incident.





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- (2) The follow-up unit detective should view the master video recording to verify the incident was properly recorded. If the master video recording is made from a digital recording device the video should be viewed on another computer if available to verify the incident was properly recorded and downloaded. If the follow-up unit detective views the master video recording, he should document the camera number(s) and six (6) digit time (hours: minutes: seconds) of the incident.
- (3) If the follow-up unit detective takes custody of a master video recording, he delivers the master video recording, with copies of reports from the assigned officer/UEDI and Crime Scene Unit Investigator, along with a copy of his report, to the video tape receptacle located in the Headquarters Building Central Mail Room
- (4) If a digital video copy cannot be made by those at the location, the detective assigned will obtain and document the name and phone numbers of the company where the equipment was purchased along with the company which services the equipment and contact them for assistance in downloading the video evidence.
- (5) If a copy of the digital video evidence cannot be made **after** the detective assigned has contacted the company where the equipment was purchased along with the company which services the equipment, the detective assigned will contact the Technical Investigations Detail during normal business hours with the names and phone numbers of those individuals the detective has contacted along with the results of their efforts. If a copy of the digital video evidence cannot be made regarding a high profile or life threatening incident or where there is a risk the video evidence will be lost the detective assigned will obtain and document the name and phone numbers of the company where the equipment was purchased and the company which services the equipment and contact them to have them **come out and download the video evidence**. If these efforts fail then the detective assigned shall contact a supervisor.

### d. Supervisory Officer Assigned

- (1) Some video recording origins are locked to prevent suspects and employees from tampering with the video recording. When requested, the supervisor determines whether forced entry into the video recording origin is necessary to recover a master video recording.
- (2) When custody of the video evidence is refused, the supervisor will notify the follow-up unit to let them determine if they want to do an immediate search warrant or wait to obtain the video evidence at a later date.
- (3) When advised a master video recording cannot be made the supervisor determines if the offense is severe enough to notify the Technical Investigations Detail Detectives, after business hours, to respond to the scene and make a digital video. Examples of this would be a Police involved shooting or Capital Murder investigation where video holds a key role in the investigation. The supervisor will have the Communication Unit call the Technical Investigations Detail Detectives so they can respond and attempt to make a digital video copy of the incident.

### C. Robbery of Business Crime Scenes:

1. Officers/UEDI dispatched on robbery calls approach the location of the call as if the suspect is still at the scene. In the event the actor has fled, obtain and provide the dispatcher a description of the suspect, means and direction of flight, weapon used, time lapse, and any other pertinent information.
2. Protect the crime scene by:
  - a. Safeguarding all entrances and exits possibly used by the actor and allow no unauthorized person near areas where the robbery may have been; and



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- b. Isolating the areas where the actual robbery took place (i.e., teller's window in a bank or a check-out counter in a convenience store.)
  3. Show the UEDI/Crime Scene Unit Investigator areas on the premises where the actor was observed and may have touched something.
- D. Burglary Crime Scenes:
  1. A UEDI/Crime Scene Unit Investigator is dispatched on all confirmed burglary calls.
  2. It is the responsibility of the investigating officer to request a UEDI/Crime Scene Unit Investigator or if a call turns out to be a burglary after being dispatched as some other offense.
  3. The owner or authorized representative should be present and give effective consent for the processing of the burglary scene.
    - a. In the event the owner or authorized representative is not available to give consent, the UEDI/Crime Scene Unit Investigator should conduct a latent print investigation following these guidelines:
      - (1) Point of entry; and
      - (2) Point of exit.
    - b. When the owner or authorized representative cannot be located, a supervisory officer may authorize the processing of the burglary scene when the need exists.
  4. A UEDI/Crime Scene Unit Investigator is canceled under the following circumstances:
    - a. The investigating officer at the scene determines the offense of burglary has not been committed and a UEDI/Crime Scene Unit Investigator is not required for any other purpose;
    - b. A supervisor at the scene determines it is impossible to lift prints or obtain other evidence; or
    - c. The owner, after being told of the purpose of the UEDI/Crime Scene Unit Investigator, advises the investigating officer he does not wish for the premises to be printed.
  5. All instances in which a UEDI/Crime Scene Unit Investigator is canceled are documented by the investigating officer in the text of his report.
  6. When the UEDI/Crime Scene Unit Investigator is needed and requested, the assigned officer sees the scene is safeguarded by:
    - a. Informing the complainant he should not handle any object or printable surface the perpetrator may have touched until such time as the UEDI/Crime Scene Unit Investigator can examine it; and
    - b. Protecting objects or surfaces which may contain fingerprints from the weather or conditions which may destroy the fingerprints before the UEDI/Crime Scene Unit Investigator arrives.
  7. When a safe has been entered, the officer secures the immediate area surrounding the safe, the entry, and the exit point of the perpetrator, and notifies the appropriate follow-up investigators, as they may need to come to the scene.
- E. Burglary of Vehicle Crime Scenes:
  1. Burglarized vehicles are processed for latent fingerprints when:



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- a. An arrest has been made;
  - b. There is a suspect in the case and a possibility exists for developing latent prints in the interior of the vehicle;
  - c. The theft involves the loss of objects of great monetary value; or
  - d. The complainant requests the vehicle to be printed.
2. The owner or authorized representative should be present to give effective consent for the processing of the vehicle.
    - a. The owner or authorized representative may refuse to allow the vehicle to be fingerprinted.
    - b. When the owner or authorized representative cannot be located, a supervisory officer may authorize the processing of the vehicle when the need exists.
  3. A UEDI/Crime Scene Unit Investigator is not sent on cases reported to an expediter unless the owner of the vehicle requests fingerprints to be taken.

### F. Recovered Stolen Vehicle Scenes:

1. A UEDI/Crime Scene Unit Investigator is dispatched to print recovered stolen vehicles at the scene, unless the owner of the vehicle specifically requests the vehicle not be printed.
2. If a UEDI/Crime Scene Unit Investigator is unavailable to be dispatched prior to the vehicle being impounded, a UEDI/Crime Scene Unit Investigator, when available, is dispatched to the Vehicle Storage Unit to print the vehicle.
3. The UEDI/Crime Scene Unit Investigator makes every effort to conduct the processing of the vehicle at the scene of recovery, unless the following prohibitive circumstances exist:
  - a. Inclement weather;
  - b. Inadequate lighting; or
  - c. The seriousness of the offense requires the Crime Scene Unit Investigator to move the vehicle to the evidence stall for a thorough processing of the vehicle.

### G. Forged Check Scenes:

1. Officers are dispatched and shall handle forgeries in progress (i.e., actor at scene, possibility of apprehension, or in custody, etc.) as follows:
  - a. Officer makes the scene and takes appropriate action;
  - b. Notifies the Forgery Detail;
  - c. Handles the report; and
  - d. If the Forgery Detail is closed or the Night CID Unit is not available, the officer handles the arrest and any necessary reports.



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2. When a call for service is received by the Communications Unit for a forgery not in progress, the Communications Unit personnel shall inform the complainant of the following:
  - a. Obtain SAPD Form #45-F9, *Forged Check*, at the Headquarters Building, any police substation, or at [www.sanantonio.gov/sapd](http://www.sanantonio.gov/sapd) ;
  - b. A separate SAPD Form #45-F9 must be completed and attached to each check submitted; and
  - c. Either mail in or return the forged check and attached SAPD Form #45-F9 to the Forgery Detail.
3. This subsection only pertains to forged checks and not credit card abuse, counterfeits, money orders, hot checks, etc.

### H. Preservation of Firearms Evidence/Reporting Stolen Firearms:

1. When a firearm is recovered, found, or confiscated as evidence, the proper handling of the weapon is a priority to preserve any evidentiary value. This type of recovery, finding, or confiscation would include, but not be limited to, the following examples:
  - a. A firearm is used or suspected of being used in any assault type of offense and is found at or near the scene of the offense or found on a suspect;
  - b. A firearm is found hidden in a vehicle, not in the possession of an individual, during a legal search of the vehicle; and
  - c. A firearm is found in a location which would tend to indicate it has been dumped, discarded, or lost by a suspect involved in any assault offense.
2. When a firearm comes into the custody and control of an officer and the possibility exists the weapon has been used in any type of violent offense or criminal activity, the officer immediately notifies his supervisor of the circumstances of the recovery.
  - a. If the supervisor determines the firearm is to be processed as evidence, a UEDI/Crime Scene Unit Investigator is to respond to the scene to take immediate charge of the evidence.
  - b. If the supervisor determines the firearm is of no evidentiary value or the evidentiary value has been lost, for whatever reason, this decision shall be included in the text of the officer's report of the incident.
3. Whenever an officer recovers, finds, or confiscates a firearm as evidence, the firearm will be processed in accordance with Subsection .06A14 of this procedure.
4. Whenever a firearm is reported stolen, an officer, in addition to completing the required report, shall immediately report the stolen firearm(s) to the appropriate service area Service Agent by telephone for entry into NCIC/TCIC. The report is submitted at the end of the tour of duty with the words "CALLED-IN" written at the top of the report.

### I. Preservation of Digital Evidence

1. If it is anticipated digital evidence will be present at a crime scene and time permits (i.e. search warrant), a Technical Investigations Detail Detective should be contacted prior to entry. A Technical Investigations Detail Detective should be present during the execution of search warrants where digital storage devices are anticipated (with prior approval from the Technical Investigations Detail Supervisor).
2. Officers encountering digital storage devices should use caution so as not to damage or destroy the digital evidence. Officers should not manipulate switches, buttons, keyboards or any other input devices on digital



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storage devices unless instructed to do so by a computer forensic detective. If switches, buttons, keyboards or other input devices are manipulated, this shall be documented in a written report. A copy of this report should accompany the computer to the property room or computer forensic lab.

3. If a digital storage device is located and it is determined to be related to a criminal offense, the Technical Investigations Detail should be contacted. The Technical Investigations Detail Supervisor will determine if a Detective should respond to the scene.
4. If a Technical Investigations Detail Detective does not respond, a Crime Scene Investigator will collect the digital storage device(s). A Technical Investigations Detail Detective may direct an officer or follow-up detective to collect the digital storage device. The digital storage device(s) may be placed in the property room or taken to the computer forensic lab for forensic analysis.



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## Procedure 702 – Eyewitness Identification



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Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC	Number of Pages:	10
Forms Referenced in Procedure:	SAPD Form #141 SAPD Form #141 WLU-F SAPD Form #141 WLU-L SAPD Form #141 WLU-P	Related Procedures:	None

### 01. POLICY

Eyewitness identification is a frequently used investigative tool. This Policy is designed to maximize the reliability of identifications, protect innocent persons, and to establish evidence that is reliable and which conforms to established legal requirements. This procedure does not apply to situations where the suspect is known to a witness due to a previous encounter or encounters, and a single photo is used to link a known suspect to an offense.

### 02. PURPOSE

It is the purpose of this policy to establish department guidelines for identification procedures. The procedures in this policy are applicable when a person is developed as a suspect in the incident under investigation.

### 03. TERMINOLOGY

- A. **Administrator.** The person charged with presenting a line-up to a witness.
- B. **Assigned Investigator.** The officer primarily responsible for investigating an incident.
- C. **Blind Administrator.** An administrator who does not know the identity of the suspect or the suspect's position in the line-up.
- D. **Blind Manner.** The presentation of a photographic line-up by either a blind administrator or a blinded administrator.
- E. **Blinded Administrator.** An administrator who may know the identity of the suspect, but does not know the suspect's position in the photographic line-up.
- F. **Field Identification.** The presentation of a suspect to a witness following the commission of a crime for the purpose of identifying and/or eliminating a possible suspect.
- G. **Fillers.** The photographs used in a photographic line-up whose race, sex, age, height, weight, hair style, and general appearance resemble the suspect.
- H. **Folder Method.** A photographic line-up where the photographs are placed in separate folders or envelopes and randomly shuffled prior to presentation so that the Assigned Investigator does not know which photograph the witness is viewing.
- I. **Illiterate Person.** An individual who speaks and understands English but cannot read and write English.
- J. **Interpreter.** An individual with the necessary skills that enable them to communicate with an illiterate person or a person with limited English proficiency to the degree they can ensure the person clearly understands all instructions given then prior to viewing a suspect in any identification procedure.
- K. **Live Lineup.** The presentation of individuals, including a suspect, in person to a witness, usually in a manner preventing the individuals from seeing or identifying the witness, for the purpose of identifying and/or eliminating suspects.



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- L. **Person with Limited English Proficiency.** An individual who is unable to communicate effectively in English with a level of fluency that is typical of a native English speaker. Such a person may have difficulty speaking, reading, or writing in English and includes persons who can comprehend English, but are physically unable to write.
- M. **Photographic Line-up.** A collection of photographs including a suspect photograph and *filler* photographs that are shown to a witness for the purpose of identifying and eliminating suspects.
- N. **Sequential Viewing.** An identification procedure in which photographs **or persons in a live line-up** are shown one at a time to a witness.
- O. **Simultaneous Viewing.** An identification procedure in which all photographs **or persons in a live line-up** are shown at the same time to a witness.
- P. **Suspect.** An individual who has been specifically identified by the investigation as possibly being the person who committed the crime.
- Q. **Witness.** A term referring to a complainant, victim, eyewitness, or any other form of witness to an incident.

#### 04. GENERAL PROCEDURES FOR LINE-UPS

- A. The following is a list of acceptable identification methods, from most preferred to least preferred:
  - 1. Photographic line-up conducted by a blind administrator
  - 2. Photographic line-up conducted by a blinded administrator, using the folder method in a blind manner.
  - 3. Live line-up conducted by a blind administrator.
  - 4. Field identification procedures
- B. Sequential viewing should be used rather than simultaneous viewing whenever possible. If simultaneous viewing is used, then the reason for this option should be documented in the assigned investigator's report.
- C. Live line-ups will not normally be used due to the difficulty of administration and the difficulty in obtaining sufficient number of individuals with similar physical characteristics. Should an assigned investigator determine a need for a live line-up, the investigator should refer to sections .10 - .11 of this procedure
- D. Because criminal investigations can vary drastically from one case to another, assigned investigators may be faced with a situation unforeseen by this procedure and there may be a need to deviate from this procedure. In those cases, assigned investigators must document, in detail, the circumstances causing the need to deviate from this procedure and what actions were taken.
- E. Identification of suspects by witnesses should supplement other investigative actions and/or evidence.
- F. The assigned investigator, prior to beginning the identification procedure, will determine if the witness has seen the suspect at any time since the crime occurred (whether in person, in newspaper, television reports, etc). If so, the assigned investigator will contact the DA's office to determine if the identification process should continue.
- G. The assigned investigator is responsible for determining before any identification procedures if the witness is deaf or has limited English proficiency. If the witness is deaf or a person with limited English proficiency, unless the administrator is fluent in sign language or the witness's language, the assigned investigator must obtain the services of an interpreter. The interpreter shall sign the witness certification statement on obtaining consent of a deaf or person with limited English proficiency, to assist in the identification process. Consider arranging for an interpreter if a person interviewed:





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1. Is unable to communicate in English
  2. Has a limited understanding of English
  3. Is deaf, hearing impaired or speaking impaired
  4. Is otherwise physically challenged to communicate in English
- H. If the person is unable to read, the administrator, in the presence of the witness, will give the explanation, read any forms, and obtain consent and acknowledge the consent on SAPD Form #141 WLU F/P, stating why the person was unable to sign the form.
- I. Documentation of Line-ups:
1. In all cases, the administrator will, at a minimum, document in a supplement report the details of the line-up presentation process and result, and return the supplement, the Line-up Form, and all original photographs and documents to the assigned investigator. Any officers who witnessed the line-up will also write supplemental reports. If an interpreter is used, the identification of the interpreter will be documented as well as the assistance provided.
  2. If the witness cannot read or write, the identification procedure should be video recorded. Audio recording is the preferred alternative. If neither method is employed, then the reason for not video or audio recording should be documented. The recording will be safeguarded and maintained pursuant to the unit's Standard Operating Procedures.

#### **05. PREPARING PHOTOGRAPHIC LINE-UPS**

- A. The assigned investigator is responsible for:
1. The preparation of the photographic line-up, including selecting the fillers and ensuring each of the photographs are numbered or lettered for later reference.
  2. Obtaining a sworn law enforcement officer who is familiar with the contents of this policy and understands the line-up presentation process to act as an administrator of the line-up.
  3. Preserving the photo line-up, whether an identification is made or not, together with full information about the identification process for future reference, by safeguarding the photos in their original condition and the Photographic Lineup Form, pursuant to the individual unit Standard Operating Procedures.
  4. In preparing the photographic line-up; the assigned investigator should:
    - a. Include only one suspect in each identification procedure.
    - b. Select fillers that generally fit the witness' description of the perpetrator. Fillers should be selected where no person stands out from the others.
    - c. Use photographs of individuals who are reasonably similar in age, height, weight and general appearance and of the same sex and race. Avoid use of fillers that so closely resemble the suspect that a person familiar with the suspect might find it difficult to distinguish the suspect from the fillers.



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- d. If multiple photos of the suspect are reasonably available to the investigator, select a photo that resembles the suspect's description or appearance at the time of the incident.
- e. Include a minimum of five fillers per identification procedure. Place a filler in the lead position, with the remaining photographs in random order. Place two blanks on the same type of photographic paper at the end (these will not be shown to the witness). If showing the same suspect to a different witness, if using the same filler photographs place a filler in the lead position, with the remaining photographs in a new random order.
- f. Avoid multiple identification procedures in which the same witness views the same suspect more than once, and avoid using the same fillers in lineups shown to the same witness if showing a new suspect.
- g. Ensure that no writings or information concerning previous arrest(s) will be visible to the witness. Do not mix color and black and white photos.
- h. Use photos of the same size and basic composition. Mug shots should not be mixed with other photos. If mug shots are to be used, cover any portions that provide identifying information about the subject.
- i. Photos should be reasonably contemporary.
- j. Do not use more than one photo of the same suspect.
- k. If there is more than one suspect, include only one suspect in each line-up presentation.
- l. View the array, once completed, to ensure that the suspect does not unduly stand out.

B. The Administrator is responsible for:

1. Ensuring they are familiar with the contents of this policy and the line-up presentation process.
2. Ensuring the photographic line-up is presented in a manner consistent with this policy.
3. Documenting the conduct and results of the line-up presentation in the manner approved within this policy.
4. Ensuring witnesses are not allowed to confer with each other before, during or after the identification procedure.
5. Returning all line-up materials and documentation to the assigned investigator.

#### **06. PRESENTING PHOTOGRAPHIC LINE-UPS: DUTIES OF THE ADMINISTRATOR**

- A. Assigned investigators should use a blind administrator whenever possible, and the assigned investigator should not be within hearing or view, or present in the same room at the time the line-up is conducted. If a situation occurs where a blind administrator cannot be used, the assigned investigator will document the reason in his report.
- B. If using a blinded administrator, the procedure must be conducted in a manner such that the administrator does not know either the position of the suspect in the array, or which person in the array the witness is looking at. In addition to the following the procedures listed in .06 - .07 , below, the blinded administrator should not be in a position to view the photographs while the witness is viewing the photographs. The eyewitness should be the only person viewing the photographs.



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- C. The administrator must not provide any feedback of any kind at any time during the procedure. If the witness asks whether they picked the right person, the administrator will respond that he or she is unaware of which photograph is a suspect and which are fillers and the administrator will state that it would compromise the case to inform a witness of the procedures results. Other persons present at the presentation must be instructed to not make any suggestive statements, or take any other actions that may influence the judgment or perception of the witness.
- D. The administrator: provides the witness with a Photographic Line-up Form (SAPD 141 WLU-P); reads the instructions and admonitions verbatim from the form; obtains the witness' signature indicating they understand the procedure; signs the form as administrator; if the witness refuses to sign, documents that the witness was appropriately instructed; and, ensures that the witness understands the instructions before proceeding.
- E. If utilizing sequential viewing, the administrator: shows the witness the photographs in the order they were received from the assigned investigator, one at a time, and documents the order shown; retrieves the photograph from the witness before providing a new one; and, allows the witness to see only one photograph at a time. If the witness identifies a suspect, the administrator must show the remaining photographs even if a witness has made an identification. If a witness asks why he or she must view the rest of the photographs, simply state the witness is required to view all the photographs to assure objectivity and reliability. The administrator records the number or other identification of the photograph; the witness and administrator sign and date the photograph selected; and, the witness is asked for a statement of how confident they are about their identification. The administrator should conduct a follow-up interview, only after an identification is made to assess any relevant factors that support the identification, such as: special facial features, hair, marks, etc. The administrator must not allow a witness to re-review a photograph unless the witness specifically request to do so, and the witness must re-review all photographs rather than a specific photograph(s). No more than two (2) viewings will be conducted.
- F. If utilizing simultaneous viewing, the administrator shows the witness the folder and asks if they see the person who committed the crime. If the witness identifies a suspect, the administrator records the number or other identification of the photograph; the witness and administrator sign and date the photograph selected; and, the witness is asked for a statement of how confident they are about their identification.
- G. The administrator: completes the Statement of Victim/Witness portion of SAPD 141 WLU-P, including making sure the witness' confidence statement is documented in the witness' own words, regarding how certain they are of the identification; has the witness complete and sign the appropriate portion of the form; returns all files, photographs and forms to the assigned investigator; and, completes a supplement on the identification procedure.

#### **07. LIVE LINEUP PROCEDURES**

- A. The assigned investigator is responsible for the following preliminary procedures:
  - 1. A suspect has the right to have an attorney present at a live lineup if the lineup is held after the initiation of criminal proceedings against the suspect (i.e., after the complaint has been filed, a formal charge has been filed, a preliminary hearing has been held, suspect has been arraigned, or an indictment or information has been filed). A suspect who has the right to have an attorney present at a lineup is advised by the assigned investigator that:
    - a. He has the right to have an attorney present to observe the procedure;
    - b. If he cannot afford an attorney, one is provided for him free of charge; and
    - c. The lineup is delayed for a reasonable amount of time after the attorney is notified, in order to allow the attorney to attend.



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2. The assigned investigator will take a formal statement from the accused if he waives his right to counsel and he agrees to give a statement. In the event the accused refuses to waive his rights and refuses to employ or have an attorney appointed for him, the assigned investigator will contact a Bexar County District Court judge and requests that the judge appoint an attorney on behalf of the accused.
3. When a suspect who has the right to counsel at a lineup desires to have counsel present, the following procedures are followed.
  - a. The assigned investigator will call the suspect's attorney and inform the attorney of the time and date of the lineup and allow the suspect to talk to him;
  - b. When the suspect has no attorney, but wishes to retain one, he is given a reasonable amount of time to do so; and
  - c. In the case of indigent suspects, the assigned investigator will contact a Bexar County District Court judge to have an attorney appointed to represent the suspect.
4. In the event the suspect's counsel fails to appear at the scheduled lineup, the lineup is delayed for a short period of time. The assigned investigator may take the following steps if the attorney still does not appear:
  - a. Delay the lineup until a later date;
  - b. Arrange for a substitute counsel to represent the suspect at the lineup; or
  - c. Hold the lineup without counsel if it is impractical to delay it or appoint substitute counsel.
5. Prior to the lineup, the assigned investigator will inform the District Attorney's Office of the date, time, and location of the proceedings to give them the opportunity to send a representative.
6. Before placing the suspect in the lineup, the assigned investigator will inform the suspect that:
  - a. He is being placed in a lineup along with persons similar in appearance; and
  - b. He may be required to wear certain clothing, utter certain words, or perform certain acts, but such appearance, words, or acts are for identification purpose only.
7. When a suspect is uncooperative or refuses to participate in a lineup:
  - a. He is advised by the assigned investigator that he has no right to refuse and that his refusal may be introduced at his trial as evidence of consciousness of guilt; and
  - b. A record is made of the precise words of refusal.
8. Prior to beginning the lineup, the assigned investigator will instruct the defense counsel as to the procedure for the lineup:
  - a. The offense with which his client is charged or suspected;
  - b. The names and addresses of witnesses who view the lineup are not revealed to counsel;
  - c. To direct all comments or inquiries to the administrator outside the presence of the witnesses during the lineup;



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- d. Objections or lack of objections to the lineup arrangement or procedure are noted on the record of the lineup procedure;
  - e. Counsel may be removed from the lineup proceedings if attempts are made to obstruct or delay the lineup; and
  - f. When substitute counsel cannot be readily obtained, the lineup continues without counsel for the suspect
- B. The assigned investigator is responsible for:
1. Preparing the line-up, including selecting the fillers.
  2. Obtaining a sworn law enforcement officer who is familiar with the contents of this policy and understands the line-up presentation process to act as a blind administrator of the line-up.
  3. Preserving the line-up and identification process for future reference via photographic/video documentation and all completed forms and reports, whether an identification is made or not.
  4. In preparing the line-up; the assigned investigator should:
    - a. Include only one suspect in each identification procedure.
    - b. Select fillers that generally fit the witness' description of the perpetrator. Fillers should be selected where no person stands out from the others.
    - c. Use individuals who are reasonably similar in age, height, weight and general appearance and of the same sex and race. Avoid use of fillers that so closely resemble the suspect that a person familiar with the suspect might find it difficult to distinguish the suspect from the fillers.
    - d. Include a minimum of five fillers per identification procedure. Place a filler in the lead position, with the remaining persons in random order. If showing the same suspect to a different witness, using the same filler persons, place a filler in the lead position, with the remaining persons in a new random order.
    - e. Avoid reusing fillers in lineups shown to the same witness if showing a new suspect.
    - f. If there is more than one suspect, include only one suspect in each line-up presentation.
    - g. View the line-up, once completed, to ensure that the suspect does not unduly stand out.
  5. Presenting the ordered live lineup to the administrator; the administrator may not be told which position the suspect is in.
- C. The administrator is responsible for:
1. Ensuring they are familiar with the contents of this policy and the line-up presentation process.
  2. Ensuring the line-up is presented in a manner consistent with this policy.
  3. Documenting the conduct and results of the line-up presentation in the manner approved within this policy.



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4. Ensuring witnesses are not allowed to confer with each other before, during or after the identification procedure and that the assigned investigator is not within hearing or view, or present in the same room at the time the line-up is conducted.
5. Returning all line-up materials and documentation to the assigned investigator.

#### **08. PRESENTING LIVE LINE-UPS: DUTIES OF THE ADMINISTRATOR**

- A. A blind administrator must be used, and the assigned investigator should not be within view or hearing, or present in the same room at the time the line-up is conducted.
- B. The administrator must not provide any feedback of any kind at any time during the procedure. If the witness asks whether they picked the right person, the administrator will respond that he or she is unaware of which person is a suspect and which are fillers, and the administrator will state that it would compromise the case to inform a witness of the procedure's results. Other persons present at the presentation must be instructed to not make any suggestive statements, or take any other actions that may influence the judgment or perception of the witness.
- C. The administrator: provides the witness with a Live Line-up SAPD Form 141 WLU-L reads the instructions and admonitions verbatim from the form; obtains the witness' signature indicating they understand the procedure; signs the form as administrator; if the witness refuses to sign, documents that the witness was appropriately instructed; and, ensures that the witness understands the instructions before proceeding.
- D. The administrator: completes the Statement of Victim/Witness portion of SAPD Form 141 WLU, including making sure the witness' confidence statement is documented in the witness' own words, regarding how certain they are of the identification; has the witness complete and sign the appropriate portion of the form; returns all files, photographs and forms to the assigned investigator; and, completes a supplement on the identification procedure.
- E. The administrator begins with all live lineup participants out of the view of the witness; presents the subjects one at a time in the order presented to the administrator by the assigned investigator; presents each individual to the witness separately, removing those previously shown from the field of view, if administering a sequential live lineup, or bring the participants in one at a time until they are all assembled, if administering a simultaneous live lineup.
- F. Even if the witness makes an identification, show the witness the next subject until all subjects have been shown. If a witness asks why he or she must view the rest of the persons, simply states the witness is required to view all the persons to assure objectivity and reliability.
- G. The witness should not know how many individuals will be shown.
- H. Ensure that any identification actions (e.g., speaking, moving, etc.) are performed by all members of the live lineup.
- I. To the extent possible, ensure that no one who knows the suspect's identity is present during the live lineup procedure. In some live lineups, exceptions must be made to allow for the presence of defense counsel.
- J. Only upon request of the witness, the witness may view the live lineup again after the first live lineup has been completed. If the witness requests an additional viewing, the independent administrator should present the entire live lineup a second time. The live lineup administrator should never suggest additional viewing. It is recommended that the witness not be allowed to view the live lineup more than two times.



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- K. When showing a different suspect to the same witness, do not reuse the same fillers from a previous array shown to that witness.
- L. Take precautions to ensure that witnesses do not encounter suspects or fillers at any time before or after the identification procedure.
- M. The administrator should conduct a follow-up interview, only after an identification is made to assess any relevant factors that support the identification, such as: special facial features, hair, marks, etc.

#### **09. FIELD IDENTIFICATION PROCEDURES**

- A. The use of field identification should be avoided whenever possible in preference for the use of a photographic or live lineup. If there is some question regarding whether an individual stopped in the field may be the right suspect, an attempt at field identification may prevent the arrest of an innocent person. Therefore, when circumstances require the use of field identification the following guidelines should be followed:
  - 1. Supervisory approval should be obtained prior to any Field Identification. The officer is responsible for ensuring the witness is able to understand the instructions given by officers. If the witness is deaf, illiterate, or is a person with limited English proficiency, the officer will provide for an interpreter or other assistance.
  - 2. Single suspect field identification shall not be used if there is adequate probable cause to arrest the suspect. The follow up unit will conduct a lineup at a later time, if necessary.
  - 3. A complete description of the suspect should be obtained from the witness prior to conducting a field identification. If the witness states that he or she was unable to clearly see the suspect, a field identification will not be done.
  - 4. Whenever possible, the witness should be transported to the location of the suspect rather than bringing the suspect to the witness. Suspects should not be taken to the crime scene, or to the witness's home.
  - 5. Field identifications should not be attempted more than two hours after the commission of a crime.
  - 6. Field identification should not be conducted when the suspect is in a patrol car, handcuffed, or physically restrained by police officers, unless such protective measures are necessary to ensure safety.
  - 7. Field identification should only be conducted with one witness present at a time. If the field identification is conducted for more than one witness it should be done separately. If one witness positively identifies the individual, consider making an arrest and using the above photographic lineup procedures for other witnesses.
  - 8. The same suspect should not be presented to the same witness more than once in either field or subsequent photographic line-ups.
  - 9. Field identification suspects should not be required to put on clothing worn by the perpetrator, to speak words uttered by the perpetrator or to perform other actions of the perpetrator.
  - 10. Officers should avoid words or conduct of any type that may suggest to the witness that the individual is or may be the perpetrator will be avoided.
  - 11. Witnesses should be reminded not to talk about the show-up to other witnesses until police or prosecutors deem it permissible.





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12. The officer conducting the field identification: provides the witness with SAPD Form 141 WLU-F; reads the instructions and admonitions verbatim from the form; obtains the witness' signature indicating they understand the procedure; signs the form as administrator; if the witness refuses to sign, documents that the witness was appropriately instructed; and, ensures that the witness understands the instructions before proceeding.
- B. The officer conducting the show-up: completes the Statement of Victim/Witness portion of SAPD form 141 WLU-F, including making sure the witness' confidence statement is documented in the witness' own words regarding how certain they are of the identification; documents the witness's response in the witness's own words; has the witness complete and sign the appropriate portion of the form; returns all files, photographs and forms to the assigned investigator; and, completes a supplement on the identification procedure. The documentation of the show-up should also include the time, date and location of the procedure, identities of persons present, and the outcome of the procedure.
- C. If an in-car video and audio recording system is active at the time of the field identification, it will not be stopped before or during the identification. The recording will be maintained pursuant to the applicable Standard Operation Procedures.
- D. Each officer participating in the field identification will document their actions and any statements made in a supplement report.



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## *Procedure 703 – Handling of Sexual Assault Complaints*

Office with Primary Responsibility:	IDC	Effective Date:	June 01, 2012
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, SSO	Number of Pages:	6
Forms Referenced in Procedure:	SAPD Form #2089-PSA	Related Procedures:	701

### **.01 INTRODUCTION**

This procedure focuses primarily on the police officer's role in responding to complaints of sexual assault and does not outline the technical aspects of a sexual assault investigation, which are contained in the Special Victims Unit standard operating procedures and GM Procedure 701, *Crime Scene Duties*.

### **.02 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Biological Fluid Evidence	Intrusionary Removal	Name	Outcry Witness
Pseudonym	SANE	Trace Evidence	

### **.03 POLICY**

- A. The officer treats all victims with compassion, consideration, understanding, and patience while collecting necessary evidence and asking required questions.
- B. When talking to the victim, the officer uses language appropriate to the victim's age, intelligence, and emotional condition.
- C. The officer uses medical terms when referring to various parts of the body.
- D. The officer does not ask any embarrassing or personal questions which are irrelevant to the investigation.
- E. During the course of the investigation, an officer does not express to the victim any personal opinion as to whether or not a sexual assault has been committed; nor does he write his personal opinion in the offense report.
- F. The officer makes no comment pertaining to the victim's behavior in providing the opportunity to be assaulted.
- G. An officer, under no circumstances, undertakes a physical examination of a sexual assault victim.
- H. Officers dispatched to a hospital or doctor's office to take the report, interview, or investigate the offense leave the room during the physical examination of the sexual assault victim.

### **.04 OBJECTIVES OF HANDLING SEXUAL ASSAULT COMPLAINTS**

- A. To obtain the necessary physical evidence and witness testimony in order to lawfully arrest the offender and secure a successful conviction.
- B. To establish a procedure for the officer's interviewing and handling of the sexual assault victim. A certain degree of sensitivity should be incorporated while still obtaining the necessary information to assist the follow-up unit.
- C. To refer the victim to the appropriate support agency for obtaining medical and psychological assistance, if needed.
- D. To inform the victim they may choose a pseudonym instead of using their name in all public files and records concerning the offense.



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#### **.05 OUT OF JURISDICTION CASES**

- A. When a Sexual Assault or Indecency with a Child is reported to the San Antonio Police, regardless of the jurisdiction of the occurrence, San Antonio police officers will initiate an investigation and report the offense on an offense report, and officers will also notify the Special Victims Unit or Night CID Unit for proper follow-up. The actual location of the offense is listed in the appropriate box on the offense report. N-Code 6 does not apply in this situation.
- B. Officers conduct the preliminary investigation as if the offense occurred in San Antonio, to include taking the victim to the hospital for medical attention and evidence collection, and when possible return the victim so statements can be taken by the follow-up unit.
- C. For Uniform Crime Reporting purposes, the offense code for the report is 110010 - Outside jurisdiction.
- D. The Special Victims Unit will notify the proper jurisdiction and forward all information required to properly complete the investigation.

#### **.06 CASE HANDLING FOR ADULTS**

- A. All Sex Offenses are written on an offense report.
- B. The officer assigned to respond to a sexual assault complaint is responsible for the preliminary investigation and immediate notification of the follow-up investigative unit.
- C. In the event the victim is in need of immediate medical attention, the officer follows departmental procedures regarding the administration of first aid and transportation of injured persons.
- D. Preliminary interview of the victim is conducted by one officer, who briefly interviews the victim privately away from all other officers, witnesses, and onlookers, to:
  - 1. Determine the specific type of crime. This can be done by asking the victim questions about what occurred, such as:
    - a. Was there vaginal penetration and if so, by what means (penis, digital penetration, etc)?
    - b. Was force or a weapon used? If so, what type?
  - 2. Secure the crime scene and comply with GM Procedure 701, *Crime Scene Duties*, where applicable;
  - 3. Obtain a description of the offender and broadcast the description, if appropriate;
  - 4. Inform the victim they may choose a pseudonym. If the victim chooses not to have a pseudonym name, they have the right to choose a pseudonym at any time during the investigation;
  - 5. Gather the basic information for beginning an investigation, which includes:
    - a. Name of victim (pseudonym, if chosen by the victim);
    - b. Home address, business address, and any other addresses where the victim may be contacted (omit on the offense report if the victim has chosen a pseudonym);
    - c. Home telephone number, business telephone number, and any other telephone numbers where the victim can be called (omit on the offense report if the victim has chosen a pseudonym);



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- d. The above information must be included on the SAPD Form #2089-PSA, if the victim chooses a pseudonym, and forwarded to the Special Victims Unit.
  - e. Regardless of whether a pseudonym is used, the date of birth and sex of the victim must be included on the offense report.
6. Identify any witnesses, especially the outcry witness, and enter their information on the offense report.
- E. If the victim has chosen a pseudonym, the reporting officer will provide the victim with SAPD Form #2089-PSA. The officer and the victim will complete the form.
1. If necessary, the officer counsels the victim in choosing a pseudonym by advising the victim the chosen pseudonym will be used in subsequent legal documents, and will be seen by officials such as judges and prosecutors. The officer encourages the victim to choose a conservative pseudonym which will not cause potential embarrassment to the victim. The officer provides a copy of the SAPD Form #2089-PSA to the victim.
  2. The officer will fax a copy of the offense report and the officer will also fax a copy of SAPD Form #2089-PSA to the Special Victims Unit. The officer will return the original SAPD Form #2089-PSA to the Special Victims Unit in person or in a sealed envelope through the department bin mail.
- F. If the sexual assault occurred within ninety-six (96) hours of the report to the police, the officer requests the victim undergo a physical examination at the Methodist Specialty and Transplant Hospital located at 8026 Floyd Curl Drive if the victim is seventeen (17) years of age or older. The officer stresses the importance of the examination for the following reasons:
1. The victim may require medical treatment for possible pregnancy, disease, or injury; and
  2. A medical examination obtains evidence critical to the successful prosecution of the offender.
  3. The officer calls the hospital prior to transporting the victim to ensure a SANE Nurse is contacted and available when the victim arrives. The officer is prepared to inform medical staff of the details of the offense, if requested.
- G. When the victim wants to be examined by a private physician, the officer stresses having the medical examination done at Methodist Specialty and Transplant Hospital due to that hospital's expertise in handling sexual assault cases.
- H. The victim may insist upon having the examination done by a private physician or at a hospital facility of his/her choosing, in which case it is permitted.
- I. The officer may provide transportation for the victim to a medical facility for testing and from there to the Special Victims Unit. The victim may be accompanied to the hospital by a friend or relative.
- J. The officer may be relieved from waiting with the victim at the hospital if:
1. The victim is accompanied by an adult friend, adult relative, or a rape crisis counselor; and
  2. The victim has transportation from the hospital after the examination.
- K. The officer notes in his report the name, address, age, and title of the person in whose care the victim was left with at the hospital.
- L. The officer advises the victim to contact the Special Victims Unit to make arrangements for an interview by an Investigator. The officer stresses the importance of cooperating with the investigation.



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### *Procedure 703 – Handling of Sexual Assault Complaints*



- M. Between the hours of 0745 and 1745, officers notify the Special Victims Unit immediately on all sexual assault cases. Between the hours of 1745 and 0745, a Night CID Unit investigator is immediately requested.
- N. A copy of the offense report is faxed along with the SAPD Form #2089-PSA, if used, to the Special Victims Unit prior to the end of the officer's tour of duty.

#### **.07 CASE HANDLING FOR CHILDREN**

- A. All sex offenses, which include Sexual Assaults and Indecency with a Child, are written on an offense report, regardless of who the reporting party is. (I.e. teachers, counselors, Child Protective Services caseworkers, etc.)
- B. The officer assigned to respond to a sexual assault complaint is responsible for the preliminary investigation and immediate notification of the follow-up unit.
- C. In the event the victim is in need of immediate medical attention, the officer follows departmental procedures regarding the administration of first aid and transportation of injured persons.
- D. Officers receiving a call for child sexual/physical abuse notify Child Protective Services by one of the following methods:
  - 1. Call the specially designated Child Abuse Statewide Intake hotline number for law enforcement at 1-800-877-5300;
  - 2. Make an online report to the Statewide Intake office by logging in to [www.reportabuse.ws](http://www.reportabuse.ws) and following the directions on the website; and
  - 3. Fax a copy of the officer's report to the Statewide Intake office at 1-800-647-7410.
- E. The notification and the means used will be documented in the officer's report.
- F. The preliminary interview of the child victim is never done in front of the suspect. An interview may be done privately, away from all other officers, witnesses, and onlookers, but if this is not possible, or the child is not available, the officer may obtain the preliminary information from the reporting persons; the outcry witness, the parent, teacher, Child Protective Services Caseworker, etc. This is done to:
  - 1. Determine the specific type of crime. This can be done by asking the victim or reporting person questions about what occurred, such as:
    - a. Was there vaginal penetration and if so, by what means (penis, digital penetration, etc)?
    - b. Was force or a weapon used? If so, what type?
  - 2. Secure the crime scene and comply with GM Procedure 701, *Crime Scene Duties*, where applicable;
  - 3. Obtain the description of the offender and broadcast the description, if appropriate;
  - 4. A pseudonym may be offered, however, a copy of any report detailing child physical/sexual abuse is not releasable as public information.
  - 5. Gather the basic information for beginning an investigation, which includes:
    - a. Name of the victim (pseudonym if chosen);
    - b. Home address and telephone number where the victim may be contacted (omit on report but include on SAPD Form #2089-PSA, if used).



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### *Procedure 703 – Handling of Sexual Assault Complaints*

- c. Home telephone number and business telephone numbers and addresses where the victim's parents, or guardians, may be reached.
  - d. Regardless of whether a pseudonym is used, the date of birth and sex of the victim must be included on the offense report;
- 6. Identify any witnesses, especially the outcry witness and document their information on the offense report.
- 7. If the child is living with the actor involved in the abuse, officers need to consider the child's safety. If the officer feels the child will be in further danger, the child should be taken to the Children's Shelter or other location identified by Child Protective Services and the information noted in the offense report.
- G. If the victim, or victim's parents or guardians choose a pseudonym, the reporting officer will provide the victim and the victim's parents or guardians with SAPD Form #2089-PSA.
  - 1. If necessary, the officer counsels the victim in choosing a pseudonym by advising the victim the chosen pseudonym will be used in subsequent legal documents, and will be seen by officials such as judges and prosecutors. The officer encourages the victim to choose a conservative pseudonym which will not cause potential embarrassment to the victim. The officer provides a copy of the SAPD Form #2089-PSA to the victim.
  - 2. The officer will fax a copy of the offense report and the officer will also fax a copy of the SAPD Form #2089-PSA to the Special Victims Unit. The officer will return the original SAPD Form #2089-PSA to the Special Victims Unit in person or in a sealed envelope through the department bin mail.
- H. If the sexual assault occurred within 96 hours of the report to the police, the officer requests the victim undergo a physical examination at a hospital prior to giving a statement. The officer stresses the importance of the examination for the following reasons:
  - 1. The victim may require medical treatment for possible pregnancy, disease, or injury; and
  - 2. A medical examination obtains evidence critical to the successful prosecution of the offender.
- I. When the parents or guardians want the victim to be examined by a private physician, the officer stresses having the medical examination done at the Christus Santa Rosa Children's Hospital, if the victim is sixteen (16) years of age or younger, due to that hospital's expertise in handling cases involving children.
  - 1. If the parents do not wish to go to the Christus Santa Rosa Hospital, a sexual assault examination may be done at the Methodist Specialty and Transplant Hospital, provided the child is over 13 years of age.
  - 2. The officer immediately notifies hospital personnel so they may contact one of the SANE nurses.
- J. The officer is prepared to inform the medical staff of the details of the offense.
- K. The officer may provide transportation to a medical facility for testing and from there to the Special Victims Unit or Night Detectives Unit. A parent or guardian should accompany the victim.
- L. Between the hours of 0745 and 1745, officers notify the Special Victims Unit immediately on all child sexual assault and indecency with a child cases. Between the hours of 1745 and 0745, a Night Special Victims Unit investigator is immediately requested.
- M. A copy of the offense report and SAPD Form #2089-PSA, if used, is faxed to the Special Victims Unit prior to the end of the officer's tour of duty.



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### *Procedure 703 – Handling of Sexual Assault Complaints*



#### **.08 MEDICAL EXAMINATION LOCATIONS**

- A. The Methodist Specialty and Transplant Hospital, located at 8026 Floyd Curl, is the primary location for examinations in all sexual assault cases involving victims seventeen (17) years of age and older.
- B. The Christus Santa Rosa Children's Hospital, located at 333 N. Santa Rosa, is the primary location for examinations in all sexual assault cases involving victims sixteen (16) years of age and younger.

#### **.09 COLLECTION OF EVIDENCE FROM SEXUAL ASSAULT SUSPECTS**

- A. If an officer arrests or detains a suspect, adult or juvenile, within a reasonable amount of time after the sexual assault or indecency with a child by contact, he immediately notifies the follow up unit. Depending on the circumstances of the case, the processing of the suspect for evidence may involve the following:
  - 1. Collection of evidence from an arrested person, that is non-intrusionary, including photographs of defensive wounds, may be collected for the immediate preservation of evidence without a warrant.
  - 2. Evidence that requires intrusion into the human body, such as the withdrawing of blood or the taking of a sample of DNA from inside the mouth, must be accomplished pursuant to a search warrant or through written consent.
  - 3. Suspects detained but not arrested may have non-intrusionary evidence collected from their persons only pursuant to a search warrant or through written consent, unless exigent circumstances can be clearly articulated by the officer and/or detective assigned to the case stating why there was not enough time to procure a warrant.
  - 4. The suspect, regardless of age, will be taken to the Methodist Specialty and Transplant Hospital (8026 Floyd Curl) for the examination. An on-call SANE Nurse will be notified to conduct the examination to remove any biological or trace evidence, including the photographing of defensive wounds, from the sexual assault suspect.
  - 5. All evidence removed from the suspect, except photographs of defensive wounds, will be packaged by the SANE Nurse and turned over to the officer.
  - 6. The officer will place all collected evidence received from the SANE Nurse in the Property Room under the appropriate case number;
  - 7. Normally, the victim's sexual assault kit remains at Methodist Transplant or Christus Santa Rosa Hospital and is transported to the crime lab by follow up unit personnel. If the officer comes into possession of the victim's sexual assault kit, such as when the victim's SANE exam was performed at a location other than one of the above hospitals, the officer will separate the suspect kit from the sexual assault victim's kit and place the kits under separate Barcodes.
  - 8. Any film used by the SANE Nurse at the time of evidence collection will remain at the medical facility and will be picked up by the follow-up unit.





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## *Procedure 704 – Apparent Sudden Deaths*

Office with Primary Responsibility:	MCC	Effective Date: Prior Revision Date:	October 03, 2014 March 01, 2011
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, SSB	Number of Pages:	4
Forms Referenced in Procedure:	None	Related Procedures:	701

### **.01 INTRODUCTION**

- A. This procedure establishes processes for officers to report apparent sudden deaths to the Bexar County Medical Examiner's Office and for notifying a victim's legal next of kin of the apparent sudden death.
- B. Procedures for the investigation of homicides are covered in GM Procedure 701, *Crime Scene Duties*.

### **.02 CLASSIFICATIONS OF APPARENT SUDDEN DEATHS**

- A. Deaths Due to Natural Causes (i.e., long term illness, heart attack, stroke, etc.); or
- B. Violent Deaths - deaths caused by intentional acts (i.e., homicide and suicide) or deaths caused by unintentional acts (i.e., traffic fatality, drowning, electrocution, falling, etc.).

### **.03 PRIMARY RESPONSIBILITIES**

- A. The San Antonio Police Department has three (3) primary responsibilities involving the handling of apparent sudden deaths:
  - 1. Reporting all apparent sudden deaths to the Bexar County Medical Examiner's Office;
  - 2. Notification of the legal next of kin of the victim; and
  - 3. Safeguarding the victim's personal property.
- B. Officers must realize the sensitivity of the situation and express sympathy and compassion when delivering the notification to the victim's family.

### **.04 PROCEDURE - DEATHS DUE TO NATURAL CAUSES**

- A. Officers dispatched to a location other than a hospital for an apparent sudden death, determine if first aid is needed and provide assistance, if necessary, until emergency medical personnel arrive.
- B. An EMS unit is dispatched to assist the officer in determining the condition of the complainant. If it is apparent, after viewing the body, the complainant has expired due to natural causes, the investigating officer follows these guidelines:
  - 1. Contact Homicide Unit investigators and provides pertinent information.
  - 2. Contact the Medical Examiner's Office and provides the following information on the deceased (if known):
    - a. Full legal name;
    - b. Home address;
    - c. Location where deceased was found;



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## *Procedure 704 – Apparent Sudden Deaths*

- d. Deceased's date of birth;
  - e. Apparent cause of death;
  - f. Time the deceased was discovered;
  - g. Position in which the body was found;
  - h. Deceased's social security number;
  - i. Name of the deceased's physician;
  - j. Medication taken;
  - k. Known illnesses;
  - l. Name of physician who has agreed to sign the death certificate;
  - m. Hospital or funeral home where the deceased is to be taken; and
  - n. Legal next of kin notified.
3. The deceased may be transported to a hospital or funeral home by a private ambulance if a doctor agrees to sign the death certificate. The deceased must be pronounced dead by a physician either at a hospital or at the scene before removal to a funeral home.
  4. The deceased body is transported to the Bexar County Medical Examiner's Office by contract ambulance when the physician for the deceased cannot be contacted.
- C. Officers dispatched to a hospital to take a report of an apparent sudden death by natural causes utilize the steps as outlined in .04B1-3 of this procedure.

### **.05 PROCEDURE - VIOLENT DEATHS**

- A. Officers dispatched to a location other than a hospital for an apparent sudden death, determine if first aid is needed and provide assistance, if necessary, until emergency medical personnel arrive.
- B. An EMS unit is dispatched to assist the officer in determining the condition of the complainant. If it is apparent, after viewing the body, the complainant has expired due to violent causes, intentional or unintentional; the investigating officer follows these guidelines:
  1. Protect the scene, if location is known;
  2. Request a Crime Scene Unit Investigator be dispatched to the scene;
  3. Advise a supervisory officer of the situation and requests additional officers, if needed;
  4. Contact the Homicide Unit or Night CID Unit and gives them the pertinent information;
  5. Contact the Bexar County Medical Examiner's Office; and
  6. Ensures the deceased is transported to the Bexar County Medical Examiner's Office by contract ambulance.
- C. When the deceased is a victim of an apparent suicide, suicide notes along with handwriting samples of the deceased, if available, are forwarded to the Bexar County Medical Examiner's Office.



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## *Procedure 704 – Apparent Sudden Deaths*

- D. Officers dispatched to a hospital to take a report of an apparent sudden death caused by violent means utilize the steps as outlined in .05B1-5 of this procedure.

### **.06 VICTIM'S PROPERTY**

- A. Valuables on the body of the deceased remain with the body when the body is transported to the Medical Examiner's Office. Valuables that are visible on the body are noted in the offense report.
- B. When the body of the deceased is transported to a hospital or funeral home, valuables on the body of the deceased are placed in the Property Room.
- C. Officers dispatched to a private residence to investigate an apparent sudden death secure the premises before leaving the scene and, if necessary, arrange for a patrol by for a period of five (5) days.

### **.07 NOTIFICATION OF LEGAL NEXT OF KIN**

- A. The legal next of kin is fixed by law, and except in special circumstances that is the only person who can legally authorize certain acts, such as burial or cremation. Even though a relative may be present and notified of the death, the legal next of kin needs to be determined and that information should be included in the details of the report.
1. Legal next of kin notification; suggested order of contact for an adult victim:
    - a. Spouse;
    - b. Adult children;
    - c. Parent or legal guardian;
    - d. Grandparents;
    - e. Adult brother or sister;
    - f. Adult aunt or uncle;
    - g. Adult nieces or nephews; or
    - h. Other adult relatives.
  2. Legal next of kin notification; suggested order of contact for a child victim:
    - a. Parent or guardian;
    - b. Grandparents;
    - c. Adult brother or sister;
    - d. Adult aunt or uncle; or
    - e. Other adult relative.
- B. In violent deaths, legal next of kin notification will be the responsibility of the Homicide Unit detective or Night CID Unit detective assigned to the investigation if the legal next of kin lives in Bexar County.



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## *Procedure 704 – Apparent Sudden Deaths*

1. Notification of violent deaths will be made as soon as possible in person by an investigating detective and a uniformed officer.
2. If an investigating detective is not on duty or available, a uniformed sergeant will make the notification in person. The uniformed sergeant should familiarize himself with the details of the case prior to notification.
- C. In deaths due to natural causes, legal next of kin notification will be the responsibility of the officer assigned to handle the report if the legal next of kin lives in Bexar County.
- D. If the victim has no relatives in Bexar County, the assigned officer notifies the Security Desk to dispatch essential information to the law enforcement agency closest to the home of the nearest legal next of kin.

### **.08 OFFENSE REPORTS**

- A. All apparent sudden deaths, except traffic fatalities where no criminal charges are anticipated, are reported on an offense report. Traffic fatalities where no criminal charges are anticipated are reported on the Texas Peace Officer's Crash Report.
- B. Offense Report - Offense/Event
  1. A death due to natural causes or a violent death caused by an unintentional act (i.e., drowning, electrocution, falling, etc.) is listed as "apparent sudden death".
  2. A violent death caused by a type of criminal homicide is listed according to the Penal Code number and title of the statute (i.e., 19.02, Murder; 19.04, Manslaughter; etc.).
  3. A violent death caused by suicide is listed as "apparent sudden death."
- C. The investigating officer includes all pertinent information relative to the situation and outlines all actions taken in the text of the offense report, as well as the names of officers notifying the next of kin and all individuals notified or contacted in relation to the death.

### **.09 HOSPICE ORGANIZATIONS**

- A. Hospice organizations exist to provide in-home support and care for individuals in the last phase of an incurable disease.
- B. Hospice organizations have registered nurses on staff and on call twenty-four (24) hours a day to assist the families with patient care of the terminally ill. In such cases they are usually at the scene of the apparent sudden death.
- C. The hospice nurse is available to assist the officer in determining the condition of the complainant. EMS Unit personnel are not required to make the scene if a hospice nurse determines the complainant has expired. The name of the hospice nurse and his/her determination is noted in the officer's offense report.
- D. Hospice organizations prepare their patients' families for the required police investigation of an apparent sudden death. The information an officer needs to relay to the Medical Examiner's Office, in most cases, has already been prepared for the officer by the family.



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## *Procedure 705 – Officer Involved Shootings and Custodial Deaths*

Office with Primary Responsibility:	IDC	Effective Date:	December 20, 2010
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, SSO, CIA	Number of Pages:	5
Forms Referenced in Procedure:	SAPD Form #172	Related Procedures:	314, 701, 908

### **.01 INTRODUCTION**

This procedure establishes guidelines to ensure the highest degree of continuity and standardization in the handling of officer involved shootings and custodial deaths. This process not only instills a sense of confidence in the officers themselves, but also satisfies the community's expectations regarding the thoroughness, objectivity, and integrity of such investigations.

### **.02 POLICY**

- A. Officer involved shootings (including apparent accidental shootings) and custodial death incidents involving SAPD Officers or other City of San Antonio Law Enforcement Officers (Airport/Park Police) are investigated by the Shooting Team, regardless of the officer's duty status.
- B. Shootings and custodial deaths involving officers from outside law enforcement agencies occurring within the corporate limits of the City of San Antonio, with the exception of the Bexar County Sheriff's Department, are investigated by on-duty members of the Shooting Team, with additional help from on-duty Homicide Unit and/or Night CID Unit personnel.
- C. The Shooting Team Commander will be notified of all officer involved shootings and custodial deaths and will determine who will conduct the investigation. Whether or not a death is considered "custodial" will be determined by the Shooting Team Commander.
- D. A Shooting Team Supervisor, a Command Level Officer (Captain or above), and a member of the Internal Affairs Unit will be sent to the scene of all officer involved shootings and custodial deaths occurring in the City of San Antonio.
- E. An officer is considered to be a witness if he is present at the scene of an officer involved shooting, but does not use deadly force himself.
- F. Any officer discharging a weapon, accidentally or intentionally (except on the target range or while lawfully hunting), whether on or off duty, shall immediately verbally notify a supervisor. This is in addition to the written reporting requirement under Subsection 3.31 (D.) of the Rules and Regulations.

### **.03 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Administrative Review	Custodial Death	Officer Involved Shooting
Officer Involved Shooting Review Committee	Serious Bodily Injury	Shooting Team

### **.04 RESPONSIBILITIES**

- A. First Officers/UEDIs at Scene:
  - 1. Care for the injured;
  - 2. Apprehend suspects;
  - 3. Protect the scene;



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### *Procedure 705 – Officer Involved Shootings and Custodial Deaths*

4. Attempt to locate and identify any witnesses; and
5. Maintain radio contact with the dispatcher, but limit radio transmissions to pertinent information.

#### B. Communications Unit:

1. A dispatcher, immediately upon the initial broadcast of any information relating to an officer involved shooting or custodial death, ensures:
  - a. Adequate Patrol Division officers/UEDEs are sent to contain and handle the situation;
  - b. A Patrol Division supervisor is assigned;
  - c. Crime Scene Unit Investigators respond to the scene;
  - d. Appropriate Investigations Division personnel are notified;
  - e. The nearest Patrol Shift Director is advised; and
  - f. The nearest Patrol Section Commander is advised, if available.
2. The Communications Unit Supervisor ensures the following personnel are notified:
  - a. Homicide Unit Director or Shooting Team Commander (if not one and the same);
  - b. Police Media Services Officer;
  - c. The appropriate command officer prescribed in GM Procedure 314, *Command Notification*;
  - d. Police Psychologist;
  - e. San Antonio Police Officers' Association Attorney;
  - f. Family Assistance Officer; and
  - g. Internal Affairs Unit.

#### C. Patrol Division Supervisors:

1. Direct the on-scene investigation until the arrival of the first member of the Shooting Team, who assumes temporary control until the arrival of a Shooting Team supervisor;
2. Limit entry within the cordoned off area of the crime scene to only those persons whose presence is absolutely required;
3. Examine, in the presence of a Crime Scene Unit Investigator, the weapons of all officers who were at the scene at the time of the actual shooting, excluding those weapons known to have discharged, which are processed by the Shooting Team;
4. Relieve an officer involved in a shooting of his weapon at the scene of the shooting only if it is absolutely necessary;
5. Arrange for the transportation of all involved personnel, witnesses, and/or suspects to Headquarters for statements/interviews;



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### *Procedure 705 – Officer Involved Shootings and Custodial Deaths*

6. Ensure involved personnel are not questioned or interviewed, except as set forth in this procedure. Witnesses and suspects are cared for and kept separated;
7. Instruct nonessential personnel to return to service as soon as practical;
8. If an officer is transported to a hospital, coordinate the officer(s) security and privacy with hospital security and medical personnel, adhering to all hospital procedures; and
9. Gather reports from all officers under their supervision who were assigned to the shooting or custodial death call and deliver those reports to a Shooting Team Supervisor prior to ending their tour of duty.

#### D. Crime Scene Unit Investigators:

1. Cordon off the immediate area of the crime scene;
2. Preserve and protect perishable or unsecured evidence until the arrival of the Shooting Team;
3. Process all evidence if the Shooting Team Crime Scene Specialist is unavailable or when evidence must be moved or recorded;
4. Process any evidence obtained from weapons examined by supervisor; and
5. Assist the Shooting Team in accordance with GM Procedure 701, *Crime Scene Duties*.

#### E. Shooting Team:

1. Upon arrival at scene, assume primary responsibility for investigation of all officer involved shootings and custodial deaths in accordance with the Homicide Unit SOP; and
2. Provide Police Media Services Office personnel with information on the investigation that can be made available to the media.

### **.05 INVESTIGATIVE PROCEDURES**

- A. The Shooting Team Commander shall designate an area at Headquarters to continue the investigation. This area becomes a restricted zone for Shooting Team personnel only.
- B. A separate command post area is established for personnel not directly involved in the investigation, but whose position requires them to be kept informed.
- C. A Shooting Team member coordinates interviews or questioning of the injured officer at the hospital. Other officers present at the hospital, including supervisors, refrain from discussing details of the case with the injured officer unless authorized by a Shooting Team member.
- D. An officer is read the "Miranda Warning" only if under suspicion for a criminal action. Any officer suspected of a criminal action, who has been read the "Miranda Warning," is not required to make any statement, oral or written.
- E. Officers involved in a shooting or a custodial death incident has a departmental member, assigned by a supervisor or the Shooting Team Commander, remain with them until the completion of all interviews.
  1. This member's primary concern is for the welfare of the officer involved in the incident, and
  2. Officers shall refrain from discussing the facts of the incident or interfering with any legal or clerical relationships.





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### *Procedure 705 – Officer Involved Shootings and Custodial Deaths*

- F. When two (2) or more officers are involved in a shooting or a custodial death incident, they are:
  - 1. Isolated from one another at the scene by a supervisory officer; and
  - 2. Separately transported to and sequestered within the restricted zone at Headquarters.
- G. If one or more of the officers desire to consult with counsel prior to giving a statement or answering any questions, one is provided for him.
  - 1. Officers meet separately with the attorney(s); and
  - 2. After the meeting, each officer will again be sequestered for interviews.
- H. An officer involved in a shooting or custodial death incident should not be required to unnecessarily repeat an account of the event.

#### **.06 REPORT RESPONSIBILITIES**

- A. It is the responsibility of each officer involved in the shooting or custodial death incident to present all factual information necessary to conduct a thorough investigation. Each officer involved in the incident should briefly inform the supervisor of the circumstances surrounding the event.
- B. All officers who witness an officer involved shooting or custodial death incident are required to submit a written report describing the event.
- C. Every officer, regardless of rank, who is assigned to an officer involved shooting or custodial death incident prepares a written report documenting the reason for responding and the actions performed and submits it to a Shooting Team Supervisor prior to the end of their tour of duty.
- D. The officer designated to handle the overall reporting responsibilities, upon completion of the offense report, submits it to the Shooting Team Commander for review.
- E. A preliminary report of the occurrence is forwarded by the Shooting Team Commander to the following:
  - 1. Chief of Police;
  - 2. Applicable Bureau Commander;
  - 3. Investigations Division Commander;
  - 4. Major Crimes Section Commander;
  - 5. Division Commander of officer(s) involved;
  - 6. Internal Affairs Unit; and
  - 7. Police Media Services Office.
- F. After the investigation is finished, a complete report of the incident is forwarded by the Shooting Team Commander to the following:
  - 1. The District Attorney's Office;
  - 2. The Internal Affairs Unit; and



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### *Procedure 705 – Officer Involved Shootings and Custodial Deaths*



3. The Training Academy.

#### **.07 OFFICER INVOLVED SHOOTING (OIS) REVIEW COMMITTEE**

- A. The OIS Review Committee will be responsible for the following objectives:
  1. A review of the case file for policy and procedural deficiencies;
  2. A review of the incident for training and tactical aberrations; and
- B. All recommendations will be forwarded to the Office of the Chief for review.
- C. All recommendations are advisory in nature and not binding on the Chief of Police. As such, the Chief of Police may elect to initiate action or discard any/all recommendations.

#### **.08 POST EVENT PROCEDURES**

- A. Each officer involved in a shooting shall be placed on administrative duty or administrative leave in accordance with GM Procedure 908, *Mandatory Reassignment*.
- B. An injured officer, if or when able to return, is placed on limited duty until SAPD Form #172, *Physician Authorization for Injury Status*, is completed, and authorizes the member's return to regular duty.
- C. All officer involved shootings and custodial death incidents are reviewed by the Internal Affairs Unit for evidence of non-criminal misconduct and forwarded to the Chief's Advisory Action Board for an administrative review.
- D. A city issued weapon used in an officer involved shooting is reissued to the officer after the case is cleared by the District Attorney's Office.
  1. The Homicide Unit notifies the Armory and Supply Office to retrieve the weapon from the Property Room; and
  2. The Armory and Supply Office reissues the weapon to the officer.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 706 – Assaults on Peace Officers

Office with Primary Responsibility:	IDC	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, SSO	Number of Pages:	1
Forms Referenced in Procedure:	SAPD Form #69	Related Procedures:	916

### .01 INTRODUCTION

The purpose of this procedure is to establish a process for officers to follow when handling Assaults/Aggravated Assaults on peace officers. This procedure assists the officer in gathering evidence necessary for the successful prosecution of the suspect(s).

### .02 PROCEDURE

- A. When an officer has established an assault on a peace officer has occurred and the actor(s) are going to be arrested or filed on for Aggravated Assault on a Peace Officer, the following guidelines are followed.
- B. An attempt should be made to contact a follow-up Homicide or Night CID Unit Investigator when available. If available, the investigator may request all witnesses, suspects, and complainant(s) be transported to Headquarters for statements and photos. Should follow-up investigators not be available, copies of all reports are routed to the Homicide Unit.
- C. Officers' injuries are photographed as soon as possible. Should an officer be transported to a hospital for medical treatment and a photograph cannot be taken, the officer is advised to contact the Homicide Unit to make arrangements for photographs.
- D. Officers, who are complainants, do not write their own offense report. Another officer is assigned the reporting responsibilities. Officers who are complainants write supplementary reports on an incident report form.
- E. Other officers who are witnesses, or who were involved in any part of the incident, write a supplementary report.
- F. The offense report documents the following information:
  1. Names of complainants, witnesses, and suspects;
  2. Details of the incident;
  3. Injuries sustained to the complainant or suspect;
  4. Medical treatment received by complainant or suspect; and
  5. Photographs of the complainant's or suspect's injuries.
- G. In the event the officer receives medical treatment, the officer signs SAPD Form #69, *Medical Release*, for the District Attorney's Office. The medical release can be signed at the Night CID Unit or the Homicide Unit office.
- H. A uniformed supervisory officer is dispatched on all assaults on a peace officer where an arrest is made.
  1. The supervisor writes the proper injured officer reports and initiates the Workers' Compensation documentation in accordance with GM Procedure 916, *Worker's Compensation*.
  2. A copy of the Workers' Compensation documentation is forwarded to Homicide Unit to be included with the case for filing in the District Attorney's Office.



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## *Procedure 707 – Crash Investigation*

Office with Primary Responsibility:	TEC	Effective Date: Prior Revision Date:	June 5, 2019 September 1, 2017
Office(s) with Secondary Responsibilities:	PSC, PNC, IDC, SSB	Number of Pages:	8
Forms Referenced in Procedure:	TxDOT Form #CR-3 SAPD Form #CR-E1 SAPD Form #3-CSS SAPD Form #12-D SAPD Form #12-DAR SAPD Form #602-6	Related Procedures:	402, 507, 606, 607, 704, 802, 916

### **.01 INTRODUCTION**

This procedure establishes guidelines for handling, investigating and reporting motor vehicle crashes.

### **.02 POLICY**

Officers respond to, provide for the documentation of, and report motor vehicle crashes occurring on property within the corporate limits of the City of San Antonio. When addressing crashes, officers will adhere to the guidelines established in this procedure.

### **.03 DISCUSSION**

- A. Officers address most motor vehicle crashes by completing the Web Based TxDOT Form #CR-3, *Texas Peace Officer's Crash Report*. This procedure also establishes a process for documenting crashes where there are no injuries, no complaint of injuries and no exigent circumstances necessitating a police investigation. Drivers involved in these types of crashes will be asked to complete SAPD Form #12-DAR, *Crash Information Sheet*, to exchange required information.
- B. Crash Documentation/Investigation serves three (3) main purposes:
  1. To gather evidence to support prosecution of criminal violations;
  2. To properly obtain and document facts so those individuals involved can properly exercise their rights under civil law; and
  3. To provide statistical information necessary for the development of crash prevention programs.

### **.04 RESPONDING TO CRASHES**

- A. Responsibilities of first officer arriving at a crash scene:
  1. Park the police vehicle, utilizing emergency lights and flashers, in a manner that best provides warning of the crash to approaching vehicles, to protect persons from injury, and to provide other emergency vehicles access to the scene.
  2. Request EMS for persons requiring medical treatment. Request fire department units if persons need to be extracted from vehicles or if fuel is leaking from vehicles.
  3. Take steps necessary to protect the scene to ensure proper collection of evidence and to gather information or facts needed to accurately investigate if necessary and report the crash.



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4. Take necessary actions to allow for the safe flow of traffic around the crash scene and rapid restoration of traffic flow on the roadway. This includes the use of flares, moving vehicles from the roadway at the earliest opportunity allowable by the investigation, requesting additional officers for traffic or crowd control, wreckers, sand trucks, public works, and fire units.
5. Identify all drivers or pedestrians involved in the crash and check for valid driver's license and proof of insurance. This includes checking each person for active warrants and taking appropriate action if warrants are found.
6. Determine if the crash requires a police investigation or if it meets the criteria for the drivers to complete SAPD Form #12-DAR and exchange required information:
  - a. The following types of crashes occurring on any street, highway or private property require a police investigation and the responding officer shall report the crash on the Web based TxDOT Crash Reporting and Analysis for Safer Highways, CRASH, Form #CR-3:
    - (1) Crashes resulting in any injury, complaint of any injury, or death to any person;
    - (2) Crashes resulting in damage to any vehicle to the extent the vehicle cannot be "normally and safely" driven from the scene. (Does not require towing and the vehicle can be operated under its own power and in its usual manner, without additional damage or hazard to the vehicle, other traffic, or the roadway.);
    - (3) Crashes involving Federal, State, or City property and/or vehicles;
    - (4) Crashes involving hazardous materials;
    - (5) Crashes involving commercial vehicles;
    - (6) Hit and run crashes;
    - (7) Crashes where any driver is arrested or cited for any criminal or traffic offense, or found to have active warrants of any kind;
    - (8) Crashes with any suspicion that alcohol or any drug may have been involved.
  - b. The following types of crashes occurring on any street, highway or private property do not require a police investigation. In these situations, the responding officer will provide the drivers with SAPD Form #12-DAR (see GM 707.C for further guidance):
    - (1) Crashes with no injuries, complaints of injury, or deaths;
    - (2) Crashes where vehicles can be "normally and safely" driven from the scene;
    - (3) Crashes where drivers have valid driver's licenses and proof of insurance for the vehicles;
    - (4) Crashes with no other exigent or unusual circumstances which would require a police investigation (if there is any question, the responding officer shall report the crash on the Web based TxDOT CRASH Form #CR-3).
7. Request a member from the Homicide Unit's Traffic Investigation Detail (TID) or a member from the Night Detectives Unit and a Crime Scene Unit Investigator to respond to the scene if a crash involves a death, the probability of a death, or any serious bodily injury where intoxicants or other criminal elements may have contributed to the crash (i.e., Racing, Aggravated Assault, Failure to Stop and Render Aid – FSRA), or crashes involving Wrong Way Drivers on Highways regardless of the severity of injuries).



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## *Procedure 707 – Crash Investigation*

- a. If the crash results in a death or the probability of a death, the first officer arriving on the scene and/or the officer handling the crash will request a supervisor to make the scene of the crash.
  - b. On the Investigator Panel in the TxDOT Web Based CR-3 ensure that “Traffic Investigations” is selected in the District/Area box. This will forward the crash report to Traffic Investigations Detail Detectives for final approval.
9. The officer assigned by the dispatcher to handle a crash has report responsibility and is in charge of the crash scene. Upon arrival of a supervisory officer, the supervisor is in charge of the crash scene.
10. Officers gather and record sufficient information, facts, or evidence to be able to determine if traffic or criminal violations have occurred and to be able to answer any reasonable questions concerning the crash.
11. An officer will remain at the scene of any crash until the vehicles can be towed from the location or safely moved off the roadway.
- B. Officers handling crashes which are required to be handled on the Web based TxDOT Form #CR-3 as outlined in Section .04A of this procedure will:
1. Locate and identify all drivers, passengers, and witnesses. Interview each separately to determine their involvement in or knowledge of the crash.
  2. Distribute SAPD Form #12-DAR, *Crash Information Sheet*, to each driver with instructions to complete the form by exchanging the required information and witness identification with other drivers involved.
  3. Verify valid driver’s license, current liability insurance, and check for active warrants on all drivers involved.
  4. Process non-drivable vehicles in accordance with GM Procedure 607, *Impounding Vehicles*.
  5. Collect any property belonging to drivers and/or passengers who are injured and not able to take custody of their own property. Place the property in the Property Room in accordance with GM Procedure 606, *Impounding Property*.
  6. Authorize the use of special equipment needed in the case of emergency or disaster (i.e., use of inflatable air bags by the contract wrecker).
  7. Clear the street of all debris, if no contract wrecker is called to the scene. Request assistance from Public Works if needed.
  8. At large truck crash scenes, if time and conditions permit, authorize the owner of the vehicle to provide the necessary equipment and personnel to clear any spilled cargo or materials from the scene, provided such personnel and equipment are employed and owned in the regular course of the owner's business and are not hired for the special purpose of clearing the crash scene.
  9. On all crashes involving a death or the probability of a death, submit all reports to the handling Traffic Investigation Detail Detective or supervisor in the Homicide Unit for review and approval.
- C. Officers handling crashes which are not required to be investigated and reported on the Web based TxDOT Form #CR-3 as outlined in Section .04(A) of this procedure will:
1. Distribute SAPD Form #12-DAR, to each driver with instructions to complete the form by exchanging the required information. The officer shall assist the drivers with obtaining this information, if requested. The officer shall also verify the information on each SAPD Form #12-DAR prior to leaving the scene.



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## *Procedure 707 – Crash Investigation*

2. Officers shall advise the reporting parties that a **CFS report** instead of a crash report will be prepared, and document the crash using an N-Code 21 in accordance with GM Procedure 402 (Section .02 D .25), *Differential Police Response*.

### D. Supervisor Responsibilities:

1. Make the scene of all crashes involving a death or the probability of a death and ensure all investigative procedures are thoroughly followed.

## **.05 CRASH REPORT FORMS**

- A. The guide used in completing the Web based TxDOT Form #CR-3 is the CR-100 booklet titled *INSTRUCTIONS to POLICE for REPORTING CRASHES*. (**The CR-100 booklet is available on the SAPDWEB and at the TxDOT CRASH website.**) In addition to the information required by the CR-100 booklet, a written explanation for any contributing factors listed is to be included in the Investigator's Narrative Section of the Texas Peace Officer's Crash Report.
- B. Crashes occurring on any street, highway or private property which require a police investigation are thoroughly investigated and reported using Web based TxDOT CRASH Form #CR-3.
  1. The electronic submission of the Web based TxDOT CR-3 is considered the original report.
- C. Witness information should not be listed in the details of the Crash Report. Any witness information will be added to the CFS report and the confidential button should be checked.
- D. Effective September 1, 2017, per the 85<sup>th</sup> Texas Legislature Senate Bill 312, the Driver's Crash Reports (Form #CR-2) (Blue Form) are no longer retained by the Texas Department of Transportation. Officers are no longer required to provide the drivers with TxDOT Form #CR-2.

## **.06 HIT-AND-RUN CRASH INVESTIGATIONS**

### A. Hit-and-Run Crashes - Personal Injury or Death

1. In addition to the Web based *Texas Peace Officer's Crash Report*, an AFR report for Failure to Stop and Render Aid is completed.
2. A member from the Traffic Investigation Detail or a member from the Night CID Unit and Crime Scene Unit Investigator are requested to make the scene of the crash if hospitalization, serious bodily injury or death occurred.
3. Any charges to be filed against the hit-and-run driver, if located, will be determined by the Traffic Investigation Detail or the Night CID Unit.
4. The complainant or a relative is advised to contact the Traffic Investigation Detail for inquiries relating to the follow-up investigation.

### B. Hit-and-Run Crashes - Property Damage Only (\$200.00 or more):

1. In addition to the Web based *Texas Peace Officer's Crash Report*, an AFR report for Failure to Stop and Give Info is completed and submitted to Records.
2. The actor, if located, is identified or arrested; and
3. The complainant is advised to contact the Traffic Investigation Detail to provide a damage repair estimate and give a written statement for the purpose of filing criminal charges.





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## *Procedure 707 – Crash Investigation*

### C. Hit-and-Run Crashes - Property Damage Only (Less than \$200.00):

1. The Web based *Texas Peace Officer's Crash Report* is completed.
2. The actor, if located, is identified; and
3. The complainant is advised to contact Municipal Court to file charges and to provide a damage repair estimate.
  - a. When the complainant obtains a damage repair estimate and the estimate is two hundred (\$200.00) or more, he should be advised to contact the Traffic Investigation Detail instead of Municipal Court.

### D. Additional Responsibilities at Hit-and-Run Crash Scenes:

1. A description of the vehicle and driver, the direction of travel, and time lapse are obtained and broadcast as soon as possible;
2. When leaving the scene, officer(s) patrol the area in an attempt to locate the hit-and-run vehicle; and
3. Impound hit-and-run vehicles found abandoned in a public place or on private property as evidence in accordance with GM Procedure 607, *Impounding Vehicles*. Notify Traffic Investigations before placing a hold on any vehicle impounded under this procedure.

## **.07 DEATH/INJURY NOTIFICATION & FOLLOW-UP AT HOSPITALS**

- A. In traffic crashes resulting in fatalities, the legal next of kin notification will be made in accordance with GM Procedure 704, *Apparent Sudden Deaths*. In cases resulting in serious injury/illness, hospital personnel will make notification to next of kin.
- B. When information or identification is needed from a victim taken to a hospital, the officer assigned the report responsibility shall:
  1. Contact hospital personnel for the identity of the victim;
  2. Request to speak with the victim if additional information is needed for the report; and
  3. Notify the military police prior to contacting the victim at a military hospital.

## **.08 CRASHES INVOLVING CITY VEHICLES**

- A. All City vehicle crashes will be investigated and reported on the Web based TxDOT CRASH, #CR-3 form.
  1. City vehicles do not include vehicles belonging to CPS Energy, San Antonio Water Systems (SAWS), San Antonio Housing Authority (SAHA), and VIA Metropolitan Transit.
- B. City vehicle crashes require a UEDI/Crime Scene Unit Investigator to photograph the scene and complete SAPD Form #3-CSS, *Crime Scene Search Report*, with a copy routed to the Traffic Investigation Detail.
- C. Police vehicles that are not drivable are towed to the Central Vehicle Repair Shop at 329 S. Frio St. for inspection of any mechanical defects which the driver claims may have contributed to the crash.
- D. Fire Department vehicles are towed to their vehicle repair shop for inspection of mechanical defects which the driver claims may have contributed to the crash.



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- E. Drivers of vehicles involved in crashes with city vehicles are advised the City is self-insured. If they wish to file a claim against the City, they must contact the City Clerk's Office.

### **.09 CRASHES INVOLVING POLICE VEHICLES**

- A. Police vehicle crashes will be investigated and reported on the Web based TxDOT CRASH, #CR-3 form. Private property crashes involving police vehicles with no injuries where only the city vehicle is damaged and no other private vehicle or property are damaged can be documented on an AFR report: Damage to Property.
- B. All members involved in a police vehicle crash (on or off-duty) will be required to consent to post drug/alcohol testing if the crash results in fatality, injury requiring medical treatment (by a physician or hospitalization), significant property damage (as determined by the members supervisor), or vehicle damage with a severity rating of three (3) or more, in accordance with the Collective Bargaining Agreement (CBA) Article 35 Section 2.C.
  - 1. All members (on or off-duty) involved in a police vehicle crash must notify a supervisor of the crash and remain at the scene of the crash until the supervisor arrives or provides other instructions.
  - 2. Supervisors will assess vehicle damage by referring to the Texas Department of Transportation Vehicle Damage Guide for Traffic Crash Investigators.
  - 3. Supervisors developing probable cause for DWI will proceed in accordance with GM Procedure 507, *DWI Arrests*.
    - a. The handling of any incident along criminal investigation guidelines does not exempt a member from mandatory compliance with the administrative post-accident mandates, in accordance with COSA Directive 4.79A.
    - b. Test results stemming from compliance with administrative mandates will not be used for criminal investigations. Test results will be provided only to the Office of the Chief.
    - c. DWI Test results will be annotated on the Web based TxDOT Form #CR-3.
  - 4. Acting pursuant to administrative guidelines, supervisors will contact A and D Testing, at 210-977-9595 (24 hours). If after business hours, provide answering service with a call-back number, call-back name, and specify "San Antonio Police Department." Supervisors will arrange for testing to be conducted by the testing agency, typically this will be accomplished at the member's duty station.

*Note: The Department of Public Safety (DPS) has informed that administrative testing requirements will not be annotated on the TxDOT Form #CR-3, due to them being non-investigatory in nature.*
  - 5. Members will be placed on administrative duty for the remainder of their tour of duty/workday.
  - 6. Results of the tests are only released to the Office of the Chief. Any positive test result for a controlled substance, illegal drug, or any alcohol concentration will result in a formal investigation by Internal Affairs.
  - 7. Declining a test results in the same consequences as a positive drug test result.
- C. Supervisors are assigned to investigate police vehicle crashes and will complete the, Web based Texas Peace Officer's Crash Report, CR-3 in the TxDOT Web based CRASH system. This report responsibility will not be delegated to a non-supervisory officer. The diagram will be completed only on the Web based TxDOT CRASH Form CR-3, *Crash Report*.
  - 1. Police vehicle crashes require a UEDI/Crime Scene Unit Investigator to photograph the scene and complete SAPD Form #3-CSS, *Crime Scene Search Report*, with a copy to the Traffic Investigation Detail.



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## *Procedure 707 – Crash Investigation*

2. The processing of other reports or charges filed in conjunction with a police vehicle crash (i.e., D.W.I., active warrants, traffic violations, etc.) may be delegated to non-supervisory officers.
  3. If members of the Department are injured in the crash, supervisors will also complete forms in accordance with GM Procedure 916, *Worker's Compensation*.
- D. Supervisors investigating police vehicle crashes shall forward all original reports, including the Texas Peace Officer's Crash Report (or AFR report), to the Traffic Investigation Detail. When the crash report is written on the CRASH system:
1. The electronic submission of the TxDOT CR-3 to Traffic Investigation Detail is considered the original report; and
  2. On the Investigator Panel in the TxDOT Web Based CR-3 the supervisor will ensure that "Traffic Investigations" is selected in the District/Area box. This will forward the crash report to Traffic Investigations Detail Detectives for final approval.
- E. SAPD Form #CR-E1, *Police Vehicle Crash Evaluation Report*:
1. Supervisors are required to complete SAPD Form #CR-E1 and forward through the chain of command for recommendations; and
  2. Attach a draft copy of the TxDOT CR-3, a copy of the SAPD Form #602-6, *Vehicle Crash Report*, and any pertinent AVL, Message Log transcripts, or other documentation.
- F. A member of the Traffic Investigation Detail will be requested to respond to the scene if the crash resulted in serious bodily injury or death to anyone.
- G. The driver of a police vehicle involved in the crash will complete SAPD Form #602-6, *Vehicle Crash Report or Loss Notice*.
- H. Police vehicles (except motorcycles) involved in crashes are removed directly from the crash scene to the Central Vehicle Repair Shop at 329 S. Frio St., regardless of the amount of damage:
1. The police vehicle may be driven or towed by wrecker, depending on the condition of the police vehicle.
  2. If the driver of the police vehicle claims possible mechanical defects may have contributed to the crash, the police vehicle will be towed by wrecker to the Central Vehicle Repair Shop for inspection.
  3. Police motorcycles are towed to the company having the motorcycle lease agreement with the City.
  4. The sergeant will ensure any portable equipment is removed from inoperable police vehicles, including motorcycles, prior to the vehicles being placed in the repair shop.
- I. A work order will be filled out on the wrecked police vehicle listing the reason for placing the police vehicle in the repair shop, the case number of the crash, and the area of damage.
- J. Fleet Services Office personnel will have a damage appraisal performed on the police vehicle and forward a copy of the damage appraisal to the Traffic Investigation Detail.
- K. When repairs are completed on the police vehicle, the Fleet Services Office will place the repaired police vehicle back into service.



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## *Procedure 707 – Crash Investigation*

### **.10 DAMAGE CAUSED BY POLICE VEHICLE PUSH BUMPERS**

- A. Damage caused by police vehicle push bumpers is not documented on a crash report. The damage is documented on an AFR Information report as Damage to Property.
- B. Sergeants are assigned to investigate the damage to property incident and will complete the AFR Information Report. Copies of the incident report are routed to the Traffic Investigation Detail and the Risk Management Office.
- C. Damage to property incidents involving police vehicle push bumpers requires a UEDI/Crime Scene Unit Investigator to photograph the damage and complete SAPD Form #3-CSS, *Crime Scene Search Report*, with a copy routed to the Traffic Investigation Detail.
- D. The driver of the police vehicle involved in the damage to property incident will complete SAPD Form #602-6, *Vehicle Crash Report or Loss Notice*.

### **.11 CITATIONS AND ARRESTS**

Traffic citations issued or custodial arrests made during the investigation of traffic crashes are governed by applicable arrest procedures.

### **.12 HAZARDOUS MATERIALS**

- A. Officers encountering a motor vehicle crash involving a vehicle transporting hazardous materials shall:
  - 1. Secure an area around the scene to prevent injury to anyone.
  - 2. Request a supervisor from the Fire Department to respond to the scene.
  - 3. Try to identify the hazardous materials by referring to the Department of Transportation *Emergency Response Guidebook*.
- B. The Fire Department, upon arrival, assumes incident command.
- C. A police supervisor is assigned and provides any assistance requested by the Fire Department and refers to GM Procedure 802, *Unusual Occurrences and Critical Incidents*, for guidance.



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## Procedure 708 – Follow-Up Units

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	December 21, 2016 July 06, 2016
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, SSD, IDC, SAS	Number of Pages:	9
Forms Referenced in Procedure:	None	Related Procedures:	None

### .01 INTRODUCTION

This procedure provides officers with a guideline for knowing which investigative unit has follow-up responsibility for criminal offenses that are reportable to the San Antonio Police Department and provides for the immediate notification of follow-up investigators for major offenses reported to the San Antonio Police Department.

### .02 CODE SOURCE, OFFENSE, and FOLLOW-UP UNIT

- A. The following are lists of criminal offenses from various state and City codes that are investigated by the SAPD. The lists include the code source, name of the offense, and the SAPD investigative follow-up units that have case responsibility. For certain offenses, an outside agency will be listed as the follow-up agency instead of the SAPD.

*NOTE: Asterisks (\*\*\*) indicate that the follow-up unit assigned to investigate the case is the unit assigned the primary offense or offense that initiated the case.*

B. Penal Code:

Penal Code	Offense	Follow-Up Unit
15.01	Criminal Attempt	***
15.02	Criminal Conspiracy	***
15.03	Criminal Solicitation	***
15.031	Criminal Solicitation of a Minor	***
16.01	Unlawful Use of Criminal Instrument	Intelligence/ SWTFC
16.02	Unlawful Interception, Use, or Disclosure of Wire, Oral, or Electronic Communications	Intelligence/ SWTFC
16.03	Unlawful Use of Pen Register or Trap and Trace Device	Intelligence/ SWTFC
16.04	Unlawful Access to Stored Communications	Intelligence/ SWTFC
16.05	Illegal Divulgence of Public Communications	Intelligence/ SWTFC
16.06	Unlawful Installation of Tracking Device	Intelligence/ SWTFC
19.02	Murder	Homicide
19.03	Capital Murder	Homicide
19.04	Manslaughter	Homicide
19.05	Criminally Negligent Homicide	Homicide
20.02	Unlawful Restraint	Special Victims (SVU)
20.03	Kidnapping	Special Victims
20.04	Aggravated Kidnapping	Special Victims
20.05	Unlawful Transport	Special Victims
20.06	Continuous Smuggling of Persons	Special Victims
20A.02	Trafficking of Persons	Special Victims
21.07	Public Lewdness	Special Victims
21.08	Indecent Exposure	Special Victims



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## Procedure 708 – Follow-Up Units

21.11	Indecency with a Child	Special Victims
Penal Code	Offense	Follow-Up Unit
21.12	Improper Relationship between Educator and Student	Special Victims
21.15	Improper Photograph or Visual Recording	Vice
21.16	Unlawful Disclosure or Promotion of Intimate Visual Material	Vice
	Voyeurism	Special Victims
22.01	Assault	Homicide/SVU
22.011	Sexual Assault	Special Victims
22.015	Coercing, Soliciting, or Inducing Gang Membership	Gang Unit
22.02	Aggravated Assault	Homicide/SVU
22.021	Aggravated Sexual Assault	Special Victims
22.04	Injury to a Child (only)	Special Victims
22.04	Injury to an Elderly Individual, or Disabled Individual	Homicide/SVU
22.041	Abandoning or Endangering Child	Special Victims
22.05	Deadly Conduct	Homicide/SVU
22.07	Terroristic Threat	Homicide/SVU
22.08	Aiding Suicide	Homicide
22.09	Tampering with Consumer Product	Homicide
22.10	Leaving a Child in a Vehicle	Special Victims
22.11	Harassment by Persons in Certain Correctional Facilities	Homicide
25.01	Bigamy	Special Victims
25.02	Prohibited Sexual Conduct	Special Victims
25.03	Interference with Child Custody	Special Victims
25.031	Agreement to Abduct from Custody	Special Victims
25.04	Enticing a Child	Special Victims
25.05	Criminal Non-support	Special Victims
25.06	Harboring Runaway Child	Homicide
25.07	Violation of a Protective Order or Magistrate's Order	Special Victims
25.071	Violation of Protective Order Preventing Offense Caused by Bias or Prejudice	Special Victims
25.08	Sale or Purchase of Child	Special Victims
25.09	Advertising for Placement of a Child	Special Victims
25.10	Interference with Rights of Guardian of the Person	Special Victims
25.11	Continuous Violence Against Family	Homicide/SVU
28.02	Arson	Arson
28.03	Criminal Mischief	Property Crimes
28.04	Reckless Damage or Destruction	Property Crimes
28.07	Interference with Railroad Property	Property Crimes
28.08	Graffiti	Property Crimes
29.02	Robbery	Robbery
29.03	Aggravated Robbery	Robbery
30.02	Burglary	Property Crimes
	Burglary – Sexual Assault	Special Victims





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## Procedure 708 – Follow-Up Units

30.02	Burglary – Assault	Homicide/SVU
30.03	Burglary of Coin-Operated or Coin Collection Machines	Property Crimes
<b>Penal Code</b>	<b>Offense</b>	<b>Follow-Up Unit</b>
30.04	Burglary of Vehicles	Property Crimes
30.05	Criminal Trespass	Property Crimes
30.06	Trespass by Holder of License to Carry Concealed Handgun	Homicide
30.07	Trespass by License Holder with an Open Carried Handgun	Homicide
31.03	Theft	Property Crimes
	Theft of Vehicle	Vehicle Crimes
31.04	Theft of Service	Property Crimes
31.05	Theft of Trade Secrets	White Collar Crimes
31.06	Presumption for Theft by Check	Property Crimes
31.07	Unauthorized Use of a Vehicle	Vehicle Crimes
31.11	Tampering with Identification Numbers	Vehicle Crimes
31.12	Theft or Tampering with Multi-channel Video or Information Svcs	White Collar Crimes
31.13	Manufacture, Distribution, or Advertisement of Multi-channel Video or Information Services Device	White Collar Crimes
31.14	Sale or Lease of Multi-channel Video or Information Services Device	White Collar Crimes
31.15	Possession, Manufacture, or Distribution of Instruments Used to Commit Retail Theft	Property Crimes
31.18	Cargo Theft	Property Crimes
32.21	Forgery	Forgery
32.22	Criminal Simulation	Property Crimes
32.23	Trademark Counterfeiting	Forgery
32.24	Stealing or Receiving Stolen Check or Similar Sight Order	Forgery
32.31	Credit Card or Debit Card Abuse	Forgery
32.32	False Statement to Obtain Property or Credit	Property Crimes
32.33	Hindering Secured Creditors	Property Crimes
32.34	Fraudulent Transfer of a Motor Vehicle	Vehicle Crimes
32.35	Credit Card Transaction Record Laundering	Forgery
32.41	Issuance of Bad Check	Forgery
32.42	Deceptive Business Practices	Property Crimes
32.43	Commercial Bribery	White Collar Crimes
32.44	Rigging Publicly Exhibited Contest	Vice
32.441	Illegal Recruitment of an Athlete	Property Crimes
32.45	Misapplication of Fiduciary Property or Property of Financial Institution	White Collar Crimes
32.46	Securing Execution of Document By Deception	White Collar Crimes
32.47	Fraudulent Destruction, Removal, or Concealment of Writing	Property Crimes
32.48	Simulating Legal Process	White Collar Crimes
32.49	Refusal to Execute Release of Fraudulent Lien or Claim	White Collar Crimes
32.50	Deceptive Preparation and Marketing of Academic Product	Property Crimes
32.51	Fraudulent Use or Possession of Identifying Information	Forgery
33.02	Breach of Computer Security	Technical Investigations Detail
33.021	Online Solicitation of a Minor	Vice





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 708 – Follow-Up Units

<b>33.05</b>	<i>Tampering with Direct Recording Electronic Voting Machine</i>	<b>Technical Investigations Detail</b>
<b>Penal Code</b>	<b>Offense</b>	<b>Follow-Up Unit</b>
<b>33.07</b>	<i>Online Impersonation</i>	White Collar Crimes / Vice
<b>33A.02</b>	<i>Unauthorized Use of Telecommunications Service</i>	White Collar Crimes
<b>33A.03</b>	<i>Manufacture, Possession, or Delivery of Unlawful Telecommunications Device</i>	White Collar Crimes
<b>33A.04</b>	<i>Theft of Telecommunications Service</i>	White Collar Crimes
<b>33A.05</b>	<i>Publication of Telecommunications Access Device</i>	White Collar Crimes
<b>34.02</b>	<i>Money Laundering</i>	White Collar Crimes
	<i>Narcotics Related</i>	Narcotics
	<i>Theft Related</i>	White Collar Crimes
<b>35.02</b>	<i>Insurance Fraud</i>	White Collar Crimes
<b>36.02</b>	<i>Bribery</i>	Integrity Detail
<b>36.03</b>	<i>Coercion of Public Servant or Voter</i>	Integrity Detail
<b>36.04</b>	<i>Improper Influence</i>	***
<b>36.05</b>	<i>Tampering with Witness</i>	***
<b>36.06</b>	<i>Obstruction or Retaliation</i>	***
<b>36.07</b>	<i>Acceptance of Honorarium</i>	Integrity Detail
<b>36.08</b>	<i>Gift to Public Servant by Person Subject to His Jurisdiction</i>	Integrity Detail
<b>36.09</b>	<i>Offering Gift to Public Servant</i>	Integrity Detail
<b>37.02</b>	<i>Perjury</i>	***
<b>37.03</b>	<i>Aggravated Perjury</i>	***
<b>37.08</b>	<i>False Report to Peace Officer or Law Enforcement Employee</i>	***
<b>37.081</b>	<i>False Report Regarding Missing Child or Missing Person</i>	Property Crimes
<b>37.09</b>	<i>Tampering with or Fabricating Physical Evidence</i>	***
<b>37.10</b>	<i>Tampering with Governmental Record</i>	Forgery
<b>37.101</b>	<i>Fraudulent Filing of Financing Statement</i>	White Collar Crimes
<b>37.11</b>	<i>Impersonating Public Servant</i>	Homicide
<b>37.12</b>	<i>False Identification as Peace Officer; Misrepresentation of Property</i>	Homicide
<b>37.13</b>	<i>Record of a Fraudulent Court</i>	White Collar Crimes
<b>38.02</b>	<i>Failure to Identify</i>	***
<b>38.03</b>	<i>Resisting Arrest, Search, or Transportation</i>	***
<b>38.04</b>	<i>Evading Arrest or Detention</i>	***
<b>38.05</b>	<i>Hindering Apprehension or Prosecution</i>	***
<b>38.06</b>	<i>Escape</i>	***
<b>38.07</b>	<i>Permitting or Facilitating Escape</i>	***
<b>38.09</b>	<i>Implements for Escape</i>	***
<b>38.10</b>	<i>Bail Jumping and Failure To Appear</i>	***
<b>38.11</b>	<i>Prohibited Substances in Correctional Facility or on Property of Texas Department of Criminal Justice</i>	Narcotics
<b>38.111</b>	<i>Improper Contact With Victim</i>	Special Victims
<b>38.112</b>	<i>Violation of Protective Order Issued on Basis of Sexual Assault</i>	Special Victims
<b>38.113</b>	<i>Unauthorized Absence from Community Corrections Facility, County Correctional Center, or Assignment Site</i>	Robbery
<b>38.12</b>	<i>Barratry and Solicitation of Professional Employment</i>	White Collar Crimes



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## Procedure 708 – Follow-Up Units

<b>38.122</b>	<i>Falsely Holding Oneself Out as a Lawyer</i>	<b>White Collar Crimes</b>
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<b>Penal Code</b>	<b>Offense</b>	<b>Follow-Up Unit</b>
<b>38.123</b>	<i>Unauthorized Practice of Law</i>	<b>White Collar Crimes</b>
<b>38.13</b>	<i>Hindering Proceedings by Disorderly Conduct</i>	<b>Intelligence/ SWTFC</b>
<b>38.14</b>	<i>Taking or Attempting to Take Weapon From Peace Officer, Parole Officer, or Community Supervision and Corrections Department Officer</i>	<b>Homicide</b>
<b>38.15</b>	<i>Interference with Public Duties</i>	<b>Homicide</b>
<b>38.151</b>	<i>Interference with Police Service Animals</i>	<b>Homicide</b>
<b>38.16</b>	<i>Preventing Execution of Civil Process</i>	<b>Homicide</b>
<b>38.17</b>	<i>Failure to Stop or Report Aggravated Sexual Assault of Child</i>	<b>Special Victims</b>
<b>38.171</b>	<i>Failure to Report a Felony</i>	<b>***</b>
<b>38.18</b>	<i>Use of Accident Report Information and Other Information for Pecuniary Gain</i>	<b>White Collar Crimes</b>
<b>38.19</b>	<i>Failure to Provide Notice and Report of Death Of Resident of Institution</i>	<b>Homicide</b>
<b>39.02</b>	<i>Abuse of Official Capacity</i>	<b>Integrity Detail</b>
<b>39.03</b>	<i>Official Oppression</i>	<b>Integrity Detail</b>
<b>39.04</b>	<i>Violations of the Civil Rights of Person in Custody; Improper Sexual Activity with Person in Custody</i>	<b>Special Victims</b>
<b>39.05</b>	<i>Failure to Report Death of Prisoner</i>	<b>Homicide</b>
<b>39.06</b>	<i>Misuse of Official Information</i>	<b>Integrity Detail</b>
<b>42.01 (#1-#11)</b>	<i>Disorderly Conduct</i>	<b>Homicide</b>
<b>42.01 (#12)</b>	<i>Disorderly Conduct</i>	<b>Special Victims</b>
<b>42.02</b>	<i>Riot</i>	<b>Intelligence/ SWTFC</b>
<b>42.03</b>	<i>Obstructing Highway or Other Passageway</i>	<b>Intelligence/ SWTFC</b>
<b>42.05</b>	<i>Disrupting Meeting or Procession</i>	<b>Intelligence/ SWTFC</b>
<b>42.06</b>	<i>False Alarm or Report</i>	<b>Property Crimes</b>
<b>42.061</b>	<i>Silent or Abusive Calls to 9-1-1 Service</i>	<b>Homicide</b>
<b>42.062</b>	<i>Interference with Emergency Telephone Call</i>	<b>Homicide/SVU</b>
<b>42.07</b>	<i>Harassment</i>	<b>Homicide</b>
<b>42.072</b>	<i>Stalking</i>	<b>Homicide</b>
<b>42.08</b>	<i>Abuse of Corpse</i>	<b>Intelligence/ SWTFC</b>
<b>42.09</b>	<i>Cruelty to Animals</i>	<b>Property Crimes</b>
<b>42.091</b>	<i>Attack on Assistance Animal</i>	<b>Property Crimes</b>
<b>42.10</b>	<i>Dog Fighting</i>	<b>Vice</b>
<b>42.11</b>	<i>Destruction of Flag</i>	<b>Property Crimes</b>
<b>42.12</b>	<i>Discharge of Firearm in Certain Municipalities</i>	<b>Homicide</b>
<b>42.13</b>	<i>Use of Laser Pointers</i>	<b>Homicide</b>
<b>43.02</b>	<i>Prostitution</i>	<b>Vice</b>
<b>43.03</b>	<i>Promotion of Prostitution</i>	<b>Vice</b>
<b>43.04</b>	<i>Aggravated Promotion of Prostitution</i>	<b>Vice</b>
<b>43.05</b>	<i>Compelling Prostitution</i>	<b>Vice</b>
<b>43.22</b>	<i>Obscene Display or Distribution</i>	<b>Vice</b>
<b>43.23</b>	<i>Obscenity</i>	<b>Vice</b>
<b>43.24</b>	<i>Sale, Distribution, or Display of Harmful Material to Minor</i>	<b>Vice</b>
<b>43.25</b>	<i>Sexual Performance by a Child</i>	<b>Vice</b>
<b>43.251</b>	<i>Employment Harmful to Children</i>	<b>Vice</b>



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## Procedure 708 – Follow-Up Units

43.26	Possession or Promotion of Child Pornography	Vice
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Penal Code	Offense	Follow-Up Unit
46.02	Unlawful Carrying Weapon	Homicide
46.03	Places Weapons Prohibited	Homicide
46.035	Unlawful Carrying of Handgun by License Holder	Homicide
46.04	Unlawful Possession of Firearm	Homicide
46.041	Unlawful Possession of Metal or Body Armor by Felon	Homicide
46.05	Prohibited Weapons	Homicide
46.06	Unlawful Transfer of Certain Weapons	Homicide
46.08	Hoax Bombs	Arson
46.09	Components of Explosives	Arson
46.10	Deadly Weapon in a Penal Institution	Homicide
46.13	Making a Firearm Accessible to a Child	Homicide
47.02	Gambling	Vice
47.03	Gambling Promotion	Vice
47.04	Keeping a Gambling Place	Vice
47.05	Communication Gambling Information	Vice
47.06	Possession of Gambling Device, Equipment, or Paraphernalia	Vice
48.01	Smoking Tobacco	Vice
48.015	Prohibitions Relating to Certain Cigarettes	Vice
48.02	Prohibition of the Purchase and Sale of Human Organs	Vice
49.02	Public Intoxication	Vice
49.031	Consumption or Possession of Alcoholic Beverages in a Motor Vehicle	Vice
49.04	Driving While Intoxicated	Traffic Investigation
49.045	Driving While Intoxicated with Child Passenger	Traffic Investigation
49.05	Flying While Intoxicated	Traffic Investigation
49.06	Boating While Intoxicated	Traffic Investigation
49.065	Assembling or Operating an Amusement Ride While Intoxicated	Traffic Investigation
49.07	Intoxication Assault	Traffic Investigation
49.08	Intoxication Manslaughter	Traffic Investigation
71.02	Engaging in Organized Criminal Activity	***
71.021	Violation of Court Order Enjoining Organized Criminal Activity	***
71.022	Soliciting Membership in a Criminal Street Gang	Gang Unit

### C. Health and Safety Code:

Health and Safety Code	Offense	Follow-Up Unit
Chapter 481	Texas Controlled Substances Act	Narcotics
Chapter 482	Simulated Controlled Substances	Narcotics
Chapter 483	Dangerous Drugs	Narcotics
Chapter 485	Abusable Volatile Chemicals	Narcotics



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## Procedure 708 – Follow-Up Units

### D. Transportation Code:

Transportation Code	Offense	Follow-Up Unit
Chapter 521.457	Driving While License Invalid	Traffic Investigation
Chapter 545.420	Racing on Highway	Traffic Investigation
Chapter 550.021	Accident Involving Personal Injury or Death (FSRA)	Traffic Investigation
Chapter 550.022	Accident Involving Damage to Vehicle	Traffic Investigation
Chapter 550.023	Duty to Give Information and Render Aid	Traffic Investigation
Chapter 550.024	Duty on Striking Unattended Vehicle	Traffic Investigation
Chapter 550.025	Duty on Striking Fixture or Highway Landscaping	Traffic Investigation
Chapter 521.457	Driving While License Invalid	Traffic Investigation

### E. Alcoholic Beverage Code:

Alcoholic Beverage Code	Offense	Follow-Up Unit
Title 4	Regulatory and Penal Provisions	Vice

### F. Education Code:

Education Code	Offense	Follow-Up Unit
25.094	Failure to Attend School	School District Attendance Office

### G. City Ordinance:

City Ordinance	Offense	Follow-Up Unit
#74025	Curfew Violation	Juvenile Processing Office

### H. Miscellaneous Incidents:

Miscellaneous Incidents	Offense	Follow-Up Unit
	Accidental Shooting	Homicide
	Found Property	Property Room
	Lost Property	Property Room
	Missing Persons	Juvenile Processing Office

## .03 IMMEDIATE NOTIFICATIONS OF CERTAIN OFFENSES

A. Officers **shall** immediately notify the proper follow-up investigative unit / Night CID when any of the following offenses occur:

1. Murder or Criminal Attempt to Commit Murder;
2. Robbery;
3. Aggravated Assault;



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## *Procedure 708 – Follow-Up Units*

4. Injury to Child, Elderly Individual, or Disabled Individual;
  5. Sexual Assault;
  6. Sex offenses involving juvenile victims;
  7. Trafficking of Persons
  8. Thefts or burglaries over \$20,000;
  9. Safe burglaries;
  10. Arson;
  11. Any felony offense in which an arrest has been made;
  12. Accidents involving a fatality or the Failure to Stop and Render Aid; or
  13. Any Class B misdemeanor offense or higher alleged to have been committed by an SAPD Officer.
- B. Any officer receiving information from a suspect, witness, or informant regarding any of the above listed offenses shall notify the proper follow-up investigative unit.
- C. Notification of an offense is made through the dispatcher, by telephone, or in person with the proper follow-up investigative unit for the following reasons:
1. To relay essential information regarding the offense; and
  2. To get direction on how the follow-up investigative unit would like the offense handled.
- D. If an offense occurs and the follow-up investigative unit is no longer on duty, the Night CID Unit shall become the interim follow-up investigative unit and proper notification will be made to the Night CID Unit in accordance with all procedures listed in this General Manual.
- E. After the Night CID Unit Detectives have gathered all reports and statements, they will forward them to the proper follow-up investigative unit no later than their end of tour of duty.
- F. If there is a disagreement between the officer with report responsibility and the detective from the follow-up investigative unit about the handling of an offense or the disposition of an arrested person, the following shall occur:
1. A supervisor from the follow-up investigative unit will make a ruling on the case because of the follow-up investigative unit's responsibility for filing criminal cases; or
  2. If the supervisor from the follow-up investigative unit is not available to make the decision on the handling of an offense or the disposition of an arrested person, a supervisor from the Night CID Unit shall make the ruling on the case; or
  3. If a supervisor from the follow-up investigative unit or the Night CID Unit is not available, the reporting officer's supervisor will make the ruling on the case.

### **.04 FOLLOW-UP UNIT FOR ASSISTING OUTSIDE LAW ENFORCEMENT AGENCIES**

- A. The Repeat Offenders Program Unit (ROP) is responsible for assisting outside law enforcement agencies regarding fugitives from their jurisdictions. The assistance could range from helping the outside agency locate and arrest a fugitive to locating suspects or witnesses the outside agencies needs to question. The ROP Unit shall either handle the request or forward the request to the proper follow-up investigative unit.



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## ***Procedure 708 – Follow-Up Units***

- B. Any Department member, sworn or civilian, receiving information or requests from an outside law enforcement agency regarding a fugitive shall immediately relay the information to the ROP Unit Office.
- C. The duty hours of the ROP Unit vary. During non-duty hours of the ROP Unit, the Communications Unit Supervisor will take and relay any information regarding fugitives from other jurisdictions to an appropriate unit.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 709 – Misdemeanor Citation Dismissal*



Office with Primary Responsibility:	TSC	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure provides guidelines for the proper method of requesting the dismissal of certain Class C misdemeanor citations when the dismissal is for the purpose of furthering a law enforcement mission or is in the best interest of the Department.

### **.02 DISCUSSION**

The San Antonio Police Department and its members must constantly remain at the forefront of integrity and trust. A perception of "ticket fixing" by members can greatly harm the public's view of the Department. Members are reminded of Rules and Regulations 3.24 which states, in part, "nor shall any member seek the continuance or dismissal of any case on behalf of the defendant in court for any reason."

### **.03 POLICY**

The practice of members requesting misdemeanor citation dismissals is prohibited, unless the requests for dismissals fall within one (1) of the following categories:

- A. The furthering of a law enforcement mission (i.e., confidential informants); or
- B. In the best interest of the Department (i.e., persons receiving parking meter violation notices while providing information or statements on criminal cases to an investigative unit).

### **.04 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Misdemeanor Citation

### **.05 PROCEDURE FOR REQUESTING DISMISSAL**

#### **A. Members**

1. Submit a written report, stating reasons for requesting the misdemeanor citation dismissal. List all current and past case numbers, when applicable.
2. Hand carry the original report and citation to the Unit Director for approval or disapproval.
3. Any request for misdemeanor citation dismissal that is disapproved may not be appealed to a higher authority.

#### **B. Unit/Shift Directors**

1. Review reports for value and approve or disapprove the request;
2. If approved, indicate approval on the report. Approved requests shall be signed, dated, attached to the original citation and hand carried to the Section Commander.





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### *Procedure 709 – Misdemeanor Citation Dismissal*

3. If disapproved, state the reason for disapproval on the report and return the report and citation to the member requesting dismissal.

#### C. Section Commanders

1. Review reports for value and approve or disapprove the request;
2. If approved, indicate approval on the report. Approved requests shall be signed, dated, and hand carried to the Division Commander.
3. If disapproved, state the reason for disapproval on the report and return the report and citation to the member requesting dismissal.

#### D. Division Commanders

1. Maintain a log, including copy of request and citation, of all requests for misdemeanor citation dismissals received by their office;
2. Approve or disapprove all requests for misdemeanor citation dismissals;
3. If approved, indicate approval on the report and cause the original report and misdemeanor citation to be hand carried to the Chief Prosecutor of Municipal Court for final disposition. Members presenting dismissal paperwork to the Municipal Court Chief Prosecutor shall request absolute confidentiality in order to protect the identity and personal safety of the defendant in situations where the request furthers a law enforcement mission (i.e., confidential informants).
4. If disapproved, state the reason for disapproval on the report and return the report and citation to the member requesting dismissal.

#### E. Routing

1. In order to protect the identity and personal safety of the defendant (i.e. confidential informant), members shall route requests for dismissals only to persons directly involved in the process.
2. Members shall refrain from discussing, or in any way revealing, the identity of the defendant with anyone outside of the dismissal process.
3. Paperwork shall be hand carried through each step of the dismissal process.

### **.06 LIMITATIONS ON MISDEMEANOR CITATION DISMISSALS**

- A. Dismissal of a misdemeanor citation for any person that is related to a member (spouse, or related by the whole or half blood) is prohibited.
- B. Dismissal of a parking meter violation notice received by a person being interviewed as part of an investigation is permissible provided;
  1. The person was detained longer than expected by the investigative follow-up unit; and
  2. The person's vehicle was otherwise legally parked.
- C. Members requesting dismissal of misdemeanor citations other than as prescribed by this procedure are subject to disciplinary action.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## Procedure 710 – Preliminary Drug Identification



Office with Primary Responsibility:	IDC	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

### .01 INTRODUCTION

This procedure establishes a process for the preliminary identification of suspected dangerous drugs and controlled substances in both felony and misdemeanor criminal offenses.

### .02 TERMINOLOGY (For specific use within this procedure, see Glossary)

Controlled Substance      Dangerous Drug      Probable Cause Identification      Trained Member

### .03 PROBABLE CAUSE IDENTIFICATION - SUSPECTED FELONY DRUG OFFENSES

- A. Officers who suspect a substance contains or consists of a controlled substance or a dangerous drug and probable cause identification of the substance is required to establish probable cause for a felony offense under the Texas Controlled Substances Act or the Dangerous Drug Act of the Texas Health and Safety Code shall conduct a reagent test or visual/physical comparison of the substance if they are a trained member. However, if they are not trained they shall request a trained member of the Narcotics Unit, Repeat Offenders Program, or Crime Scene Unit to conduct a reagent test or visual/physical comparison of the substance.
- B. The probable cause identification of suspected controlled substances or dangerous drugs shall take place at the location where the suspect was stopped, unless the suspect is under arrest for another offense, in which case the probable cause identification may take place at the location of the stop, a department facility, or a detention facility.
- C. The probable cause identification of the substance and any subsequent criminal charge shall be based on the determination of the trained member's findings.
- D. In the event the probable cause identification is inconclusive or there is no trained member available to perform the probable cause identification:
  1. The individual is not booked for the suspected offense;
  2. The substance is placed in the Property Room for laboratory testing by the Bexar County Medical Examiner's Office;
  3. The officer prepares an offense report, with the offense classification listed as "Found Property," with the details of the stop, a description of the suspected substance, his disposition of the substance, the identification and disposition of the person, and the findings of any probable cause identification. The officer makes a copy of the offense report and routes the copy to the Narcotics Unit; and
  4. In the event the substance is later identified as a controlled substance or a dangerous drug, a criminal charge is filed against the individual by the Narcotics Unit.
- E. Trained members who perform a probable cause identification of a suspected controlled substance or a dangerous drug prepare and submit a supplemental report detailing their findings and determination. A copy of the supplemental report is routed to the Narcotics Unit.



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### ***Procedure 710 – Preliminary Drug Identification***



#### ***.04 PROBABLE CAUSE IDENTIFICATION - SUSPECTED MISDEMEANOR DRUG OFFENSES***

- A. Officers who suspect a substance contains or consists of a controlled substance or a dangerous drug and probable cause identification of the substance is required to establish probable cause for a misdemeanor offense under the Texas Controlled Substances Act or the Dangerous Drug Act of the Texas Health and Safety Code do not have to be trained members to establish probable cause identification for misdemeanor drug offenses.
- B. Officers shall conduct a visual/physical comparison of the controlled substances or dangerous drug using their training and experience. Reagent tests are not conducted on misdemeanor drug offenses.
- C. If the controlled substance or dangerous drug consists of capsules or tablets (pills), officers may use a Physician's Desk Reference (PDR), contact a pharmacist, or call the Poison Center at 1-800-764-7661 to establish probable cause identification.
- D. In the event the visual / physical comparison is inconclusive, officers handle the suspect and substance in accordance with Subsection .03D.

#### ***.05 AVAILABILITY OF TRAINED MEMBERS***

- A. Unit directors assigned to the Crime Scene, Narcotics and ROP Units are responsible for ensuring members assigned to their respective units successfully complete a course of instruction in the preliminary identification of controlled substances and dangerous drugs and necessary supplies and documents are available in sufficient quantity to trained members for the accomplishment of their task.
- B. The Crime Scene Unit Director shall ensure a sufficient number of trained members are assigned and deployed to each shift to allow for the availability of a trained member on a twenty-four (24) hour basis.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 711 – Hate Crimes

Office with Primary Responsibility:	IDC	Effective Date: Prior Revision Date:	June 5, 2019 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TEC, FCD, SSB	Number of Pages:	3
Forms Referenced in Procedure:	SAPD Form #2-2	Related Procedures:	None

### .01 INTRODUCTION

This procedure establishes a process that guides officers in identifying and investigating hate crimes and ensuring the accurate reporting of hate crimes to the UCR program.

### .02 POLICY

- A. It is the policy of the San Antonio Police Department to ensure the rights guaranteed by state law and the U. S. Constitution is protected for all persons, regardless of race, religion, ethnicity/national origin, gender expression, gender identity, or sexual orientation.
- B. Officer's authority for identifying and reporting hate crimes can be found in the Penal Code, Article 12.47 and the Code of Criminal Procedure, Article 42.014.

### .03 TERMINOLOGY *(For specific use within this procedure, see Glossary)*

BiasHate Crime

### .04 IDENTIFYING HATE CRIMES

- A. Officers assigned to calls involving criminal offenses shall determine if bias motivated the crime.
- B. Some of the major criminal offenses which may be motivated by bias or hate include, but are not limited to the following offenses:
  - 1. Murder;
  - 2. Kidnapping;
  - 3. Sexual Assault;
  - 4. Robbery;
  - 5. Graffiti;
  - 6. Arson;
  - 7. Assault; and
  - 8. Criminal Mischief
- C. In determining if bias was a motivating factor in a criminal offense, officers shall use the following criteria to identify hate crimes.
  - 1. Motive; or lack of an apparent motive;
  - 2. Display of any offensive symbols, words, or acts;



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## *Procedure 711 – Hate Crimes*

3. Prior history of similar offenses in the same area or against the same victim group;
4. Victim(s) and offenders(s) are members of different racial, religious, ethnic or national groups and have a history of antagonism and that antagonism appears to be based for the offender(s) actions against the victims(s);
5. Statements made by suspects, victims, or witnesses;
6. Date and time of occurrence corresponding to a particular holiday or other significant event;
7. A common sense review by the officer of all circumstances and elements involved in the offense.
8. Victim is a member of a group which is often a target of bias. They include but are not limited to:
  - a. Blacks;
  - b. Jews;
  - c. Members of the Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ) Community;
  - d. Muslims; and
  - e. Asian Americans.
9. Identifiable bias related objects were used by the perpetrator (i.e., KKK hoods, etc.);
10. Victim has received bias related threats or harassment prior to the crime's occurrence;
11. Perpetrator has a history of bias related offenses; and
12. Perpetrator has made oral or written statements against the victim(s) or victim's group that express bias.

### **.05 INITIAL REPORTING OF HATE CRIMES**

- A. Officers assigned to calls involving criminal offenses which have been identified as hate crimes by the criteria listed in Section .04 shall report the offense as a hate crime by checking the box titled "Suspected Hate Crime" on SAPD Form #2-2, *Offense/Incident Report*.
- B. All elements of the offense or criteria used by the officer to identify the offense as a hate crime will be listed in the "Details" section of the offense report.
- C. Officers receiving any information on any criminal offense identified as a hate crime shall report the information to the applicable follow-up investigative unit on SAPD Form #2-2, *Offense/Incident Report*. The information shall be titled "Information on Hate Crime" on the incident report.

### **.06 INVESTIGATING HATE CRIMES**

- A. The preliminary investigation of criminal offenses involving bias or hate is conducted by the officer with primary report responsibility.
- B. The follow-up investigation of criminal offenses involving bias or hate is conducted by the follow-up unit with initial case responsibility.
  1. This follow-up unit shall make the final determination as to the crime being a hate crime; and



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## ***Procedure 711 – Hate Crimes***

2. Shall forward a copy of the offense or incident report to the Southwest Texas Fusion Center (SWTFC) for tracking purposes.

### ***.07 STATISTICAL REPORTING OF HATE CRIMES***

- A. The follow-up investigative unit has responsibility for reporting all hate crimes in the UCR statistics provided to the Records Office.
- B. The Records Office has responsibility for forwarding UCR statistics on hate crimes to the Department of Public Safety.

### ***.08 VICTIMS ASSISTANCE***

- A. Officers assigned to calls involving hate crimes or where a hate crime is suspected shall notify the victim of the availability of assistance from the Victims Advocacy Office.
- B. Officer shall forward a copy of all reports involving hate crimes to the Crisis Response Team at the appropriate Service Area substation for crisis intervention and/or social services follow-up.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 712 – Interview, Interrogation and Processing Rooms*



Office with Primary Responsibility:	COB	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	601, 602

### **.01 INTRODUCTION**

The purpose of this procedure is to establish safe conditions for rooms in police facilities that are used to interview witnesses, interrogate suspects and process detainees involved in various crimes.

### **.02 TERMINOLOGY** *(For specific use within this procedure, see Glossary)*

Interrogation      Interview      Interview/Interrogation Room      Pre-Booking Activities      Processing Room

### **.03 PROCEDURES FOR USE OF INTERVIEW/INTERROGATION ROOMS**

- A. Officers, both uniformed and non-uniformed, whose jobs require interviewing witnesses or interrogating suspects involved in criminal activities are authorized to use rooms in police facilities to conduct the interviews or interrogations.
- B. The only equipment or items kept in interview/interrogation rooms are computers and a minimal amount of furniture. There should be nothing in the rooms that suspects or detainees might use as a weapon.
- C. Officers utilizing interview/interrogation rooms must be familiar with emergency evacuation routes. Fire evacuation routes are posted outside each interview/interrogation room.
- D. Officers are responsible for the continuous supervision of witnesses or suspects being interviewed or interrogated.
- E. Normally, a maximum of two (2) officers are allowed in an interview or interrogation room while a witness is being interviewed or a suspect is being interrogated. Additional officers might be needed if suspects are combative.
- F. If only one (1) officer is conducting an interview or interrogation, a second officer shall be immediately available to address any security concerns or to provide immediate assistance, if needed.
- G. Officers may carry their authorized weapons while in interview/interrogation rooms, but only in approved holsters.
- H. Officers conducting interviews or interrogations shall have their Department-issued radio for summoning assistance, if needed.
- I. Arrested persons will not be handcuffed or restrained to fixed objects.
- J. Persons being interviewed or interrogated will be provided access to restrooms, water or comfort breaks.
- K. Juveniles shall only be interrogated in the interview/interrogation room in the Juvenile Processing Office.

### **.04 PROCEDURES FOR USE OF PROCESSING ROOMS**

- A. Officers are authorized to take prisoners to processing rooms to conduct pre-booking activities prior to being taken to a detention facility to be booked.
- B. Officers utilizing processing rooms shall maintain constant supervision over their prisoners.
- C. Officers may carry their authorized weapons while in processing rooms, but only in approved holsters.





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- D. Officers conducting pre-booking activities in processing rooms shall have their Department-issued radio on their person and should activate the emergency button as a panic or duress alarm, if necessary.
- E. Prisoners shall not be handcuffed or restrained to fixed objects while in a processing room.
- F. To prevent an escape attempt by an uncooperative or combative prisoner, more than one (1) officer should be in the processing room during the pre-booking process.
- G. Juvenile prisoners shall only be taken to the processing room in the Juvenile Processing Office.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 713 – Human Trafficking

Office with Primary Responsibility:	ICX	Effective Date:	May 04, 2012
		Prior Revision Date:	New
Office(s) with Secondary Responsibilities:	IND	Number of Pages:	5
Forms Referenced in Procedure:	602, 610, 701, 703 Training Bulletin # 12-01	Related Procedures:	None

### .01 INTRODUCTION

This procedure establishes guidelines for identifying possible victims of Human Trafficking, for managing a potential crime scene, and reporting the situation to the appropriate follow up unit.

### .02 TERMINOLOGY (For specific use within this procedure, see Glossary)

Domestic Minor Sex Trafficking (DMST)  
Human Trafficking

Human Smuggling

### .03 HUMAN TRAFFICKING AWARENESS

- A. Most human trafficking cases do not start off as an investigation into Texas Penal Code Sec. 20A.02., *Trafficking of Persons*. They start off as an investigation into some other reported offense; such as a suspicious person call or some type of disturbance. Some investigations start off when the victim is apprehended for a separate offense, such as prostitution or shoplifting. This may also be the case when the victim is identified as a witness to a crime and the victim makes a statement or outcry that leads the officer to believe the person may be a victim of human trafficking.
- B. The victim in a Human Trafficking case may not identify him or herself as a victim. Some reasons for this include:
  1. The victim's belief that the government, especially the police, will arrest and/or deport them if they come forward;
  2. Some victims, even those beaten and sexually abused, believe their current situation is better than the one they left behind in their previous homes or countries of origin;
  3. Victims may believe that it is their fault they are in their present situation because they initially agreed to come to this country illegally;
  4. Cultural differences and differences in the law of their countries of origin may also lead to them not making an outcry; and
  5. The victim fears that the trafficker will punish him/her or their families. Many victims have children who are in the control of the trafficker and other family in their countries of origin who remain within reach of the trafficker or the trafficker's organization.
- C. Other reasons and more information regarding the dynamics of human trafficking can be found in Training Bulletin #12-01.

### .04 INDICATORS OF DOMESTIC MINOR SEX TRAFFICKING (DMST) AND HUMAN TRAFFICKING

- A. While speaking to persons, members should remain alert to notice when something is not right or out of the ordinary. Suspicions might be aroused by the following:



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1. The victim appears to be under the control of another person. Signs may include:
    - a. Another person will answer for the victims when an officer asks a question or the victim's responses appear to be coached.
    - b. The victim has physical injuries and no explanations or unlikely ones are given for those injuries.
    - c. The victims appear afraid, depressed, or unconcerned with what is occurring.
    - d. The victim does not have freedom of movement or may be monitored when away from the trafficker. They are not allowed to socialize with others.
    - e. The victims may appear to have been deprived of food or medical care and may appear malnourished or ill.
    - f. The juvenile victim may refer to a much older person as her "boyfriend" or give a familial relationship to a person not legally related to her ("daddy," "uncle," etc.).
  2. The victim may be dependant on drugs which the trafficker uses as a means of keeping victims under control.
  3. The victim may have no identification or passport in his/her possession and give implausible explanations of what happened to their identification. This trafficker is likely to be in possession of these documents.
  4. If the person is a juvenile engaged in a commercial sex act or is being compelled into prostitution, they shall be evaluated as a potential victim of human trafficking.
- B. The location an officer responds to may indicate that it's being used for human trafficking. Indications include:
1. Use of guards or watchmen;
  2. Fencing designed to keep people inside rather than keeping them out;
  3. Any locks on the door which is designed to lock people in and not to lock people out;
  4. Sleeping arrangements such as bunk beds or single "rooms," possibly with curtains or doors for privacy;
  5. Large amounts of paper towels, toilet paper, or other cleaning items near the beds; and
  6. Large quantity of condoms readily available by the beds.
- C. Some questions that may be asked of a suspected human trafficking victim to confirm that an investigation is needed include:
1. Do you know what city you are in right now?
  2. Are you doing the job that you were promised you would be doing?
  3. Are you free to come and go as you want?



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4. Are you ever hit or punished by your boss or others who live or work with you?
5. Has anyone threatened to hurt you or your family if you did not work here or do what they say?
6. Has anyone taken pictures of you and posted them on the internet?

D. Other indications and questions can be found in Training Bulletin #12-01

#### **.05 OFFICER SAFETY**

- A. Officers should be alert to the indicators of Human Trafficking while responding to any call. Attention should be given to:
  1. Watchmen or security guards, including riflemen, stationed in windows or on nearby rooftops; and
  2. Barbwire fences where the barb is angled to keep people inside the property.
- B. If members have reason to believe that they may have encountered a human trafficking case, they shall immediately summon sufficient law enforcement personnel:
  1. To protect all officers present;
  2. To protect any victims present;
  3. To detain any suspects; and
  4. To protect any crime scenes.
- C. Since many Human Traffickers are affiliated with criminal organizations, they often have contacts in other countries and the means to flee the United States quickly. Therefore, expedient identification and apprehension of actors is critical.
- D. Human traffickers may be armed and feel that they have nothing to lose by harming or killing a law enforcement officer who attempts to arrest them, and/or believe they will not be caught because they can exit the country undetected.

#### **.06 Patrol / UEDI Responsibilities in a Suspected Human Trafficking Case**

- A. Once the member suspects he has encountered a human trafficking case, the member will:
  1. Ensure that Procedure 701 (Crime Scene Duties) is followed;
  2. Ensure Procedures 602 (Juveniles) and 610 (Missing Persons) are followed regarding juveniles, including checking the juvenile status as missing or run away;
  3. Ensure that the appropriate follow up unit (Sex Crimes Unit during their normal duty hours or Night CID during their normal duty hours) is immediately notified; and
  4. If a sexual assault is alleged, ensure that Procedure 703, *Handling of Sexual Assault Complaints*, is followed.
- B. Members must remain aware that the suspects in human trafficking will do whatever it takes to convince the officer that nothing is going on and to get the officer to leave as soon as possible. Members will seek the guidance of a supervisor or follow-up unit Detective when evaluating a possible case of human trafficking.



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- C. When members receive information of a possible human trafficking case from a third party, members will immediately notify the appropriate follow-up unit to relay the information and for further guidance.

#### **.07 Crime Scene Unit Investigators Responsibilities in a Suspected Human Trafficking Case**

- A. Process the crime scene and collect evidence pursuant to Procedure 701, *Crime Scene Duties*;
- B. Maintain contact with follow up unit investigators to ensure that all available evidence is collected; and
- C. Complete the appropriate reports pursuant to the unit's standard operating procedures.

#### **.08 Follow Up Unit Responsibilities in a Suspected Human Trafficking Case**

- A. Respond to the Crime Scene when requested, pursuant to Procedure 701, *Crime Scene Duties*;
- B. Investigate the alleged offense pursuant to the unit's standard operating procedures; and
- C. Notify outside and/or federal agencies when necessary.

#### **.09 Supervisory Officer's Responsibilities in a Suspected Human Trafficking Case**

- A. Ensure that the applicable procedures are followed;
- B. Respond to requests for guidance and direction from subordinates in suspected cases; and
- C. Ensure the proper follow-up unit has been notified.

#### **.10 Patrol / UEDI Responsibilities in a Suspected Human Smuggling Case**

- A. Once the member suspects he has encountered a human smuggling case, the member will:
  - 1. Ensure Procedure 701, *Crime Scene Duties*, is followed.
  - 2. Ensure that the appropriate follow-up unit (the Sex Crimes Unit during their normal duty hours or Night CID) is immediately notified; and
  - 3. Ensure Procedures 602 *Juveniles* and 610 *Missing Persons* are followed regarding juveniles including checking the juvenile status as missing or run away.
- B. Human Smuggling cases usually require the response of a federal law enforcement agency. Members will cooperate with these federal agencies as appropriate and within the bounds of the department's rules and regulations, policies and procedures. Members will seek the guidance of a supervisor if questions arise.

#### **.11 Crime Scene Unit Investigators Responsibilities in a Suspected Human Smuggling Case**

- A. Process the crime scene and collect evidence pursuant to Procedure 701, *Crime Scene Duties*;
- B. Maintain contact with follow up unit investigators to ensure that all available evidence is collected; and
- C. Complete the appropriate reports pursuant to applicable procedures.



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#### **.12 Follow-Up Unit Responsibilities in a Suspected Human Smuggling Case**

- A. Respond to the crime scene when requested, pursuant to Procedure 701, *Crime Scene Duties*;
- B. Investigate the alleged offense pursuant to the unit's standard operating procedures.
- C. Notify and coordinate with federal authorities and provide assistance as necessary and within the bounds of the department's rules, regulations, policies and procedures. Members will seek the guidance of a supervisor if questions arise.

#### **.13 Supervisory Officer's Responsibilities in a Suspected Human Smuggling Case**

- A. Ensure that the applicable procedures are followed.
- B. Respond to requests for guidance and direction from subordinates in suspected cases.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 901 – Payroll Timesheets & Overtime Accounting

Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	January 06, 2012 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	9
Forms Referenced in Procedure:	COSA Notice of Leave Form SAPD Form #15 C SAPD Form #15 CR SAPD Form #15 O SAPD Form #17-303None	Related Procedures:	None

### .01 INTRODUCTION

This procedure establishes guidelines for the proper completion of payroll time sheets and also establishes a system to allow for the accurate control, tracking, and accountability of overtime pay and compensatory time accrual.

### .02 PAYROLL TIME SHEETS

- A. All members assigned to a unit are listed alphabetically on SAPD Form #17-303, *Payroll Time Sheet*. Sworn members are listed first, in order of rank, followed by non-sworn members. Members' Personal Identification Number (PIN) is also listed.
- B. Unit/Shift Directors are responsible for the completion and accuracy of the payroll time sheet. The data entry function may be delegated to another unit/shift member.
- C. A member's actual status must be identical to that listed on the payroll time sheet, indicated by letters or a symbol, for each day of the accounting period.
- D. The following symbol or two (2) letters are used to denote an employee's duty status for each day of the accounting period:

	Code	Duty Status
1.	/	Present for duty
2.	AD	Administrative leave
3.	BD	Bonus day
4.	CT	Compensatory time
5.	DF	Death in family
6.	DL	Disability leave (non-sworn members)
7.	FH	Floating holiday
8.	HD	Holiday
9.	IJ	Injured on-duty leave for any member, sworn or non-sworn
10.	LL	Legislative leave
11.	LW	Leave without pay
12.	ML	Military leave
13.	MW	Military leave without pay
14.	PL	Personal leave (non-sworn)
15.	RD	Relief day
16.	SK	Sick leave
17.	SA	Special assignment
18.	SP	Suspension without pay
19.	VC	Vacation or annual leave





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- E. When an exception occurs to an employee's scheduled workweek, a City of San Antonio *Notice of Leave* Form is submitted. SAPD Form #15-CR, *Compensatory Time off Record*, has to be submitted by sworn members taking compensatory time off. With the implementation of ERM, the *Notice of Leave* form will be submitted immediately to the Accounting and Personnel Office. Supervisors will no longer attach the *Notice of Leave* form to the payroll time sheet; however, supervisors will continue to attach the Compensatory Time off Records to the payroll time sheets.
1. In the event a member does not take the leave as documented on the *Notice of Leave* form, the member's supervisor will e-mail a supervisor in the Accounting and Personnel Office.
  2. The supervisor in the Accounting and Personnel Office will then ensure the *Notice of Leave* form is removed from the file, and the member's time is not taken.
- F. Shift Differential:

Unit supervisors will e-mail a list of officers eligible for shift differential pay by the 10<sup>th</sup> of each month in the following format to the Manager of the Accounting and Personnel Office. The supervisors will receive an e-mail response verifying the list was received. Shift differential eligibility will no longer be coded on Unit/Details weekly payroll time sheets. Unit supervisors will use the following format.

Office:	Patrol Division	Shift:	PDC
Hours Worked From:	2130 to 0630	Month:	October 04
NAME	BADGE NUMBER	SAP Employee Number	
Smith, Joe	222	123456	
Doe, Eric	1112		

- G. The "Remarks" column of the payroll time sheet is used for the following:
1. The purpose and location for any special assignment, administrative leave, or legislative leave;
  2. To note the date a member returns to his parent unit/shift from a special assignment, administrative leave, or legislative leave;
  3. The date the member transferred to or from a unit/shift;
  4. To indicate whether the leave was taken was scheduled or unscheduled, in accordance with Article 22, Section 4 of the Collective Bargaining Agreement.
  5. The relationship of a deceased family member, if "DF" is listed; and
  6. The number of hours, less than a full tour of duty, a member does not work due to being on any type of leave or for being tardy. Time less than a full hour is noted in minutes.
- H. Miscellaneous Payroll Time Sheet Instructions:
1. Members placed on special assignment or administrative leave are coded accordingly on the payroll time sheet of the parent unit/shift.



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2. When a member is on special assignment to another unit/shift, that unit/shift acknowledges such personnel by name on its payroll time sheet and accounts for all time, including pink slip, until such time as the member returns to his parent unit/shift.
  3. When a city holiday occurs while a member is on annual leave, the member's duty status for the day is listed as holiday on the payroll time sheet.
  4. Sworn members calling in sick on a city holiday are listed as sick on the payroll time sheet for that day.
- I. Unit/Shift Directors are responsible for ensuring each leave or absence listed on the payroll time sheet has corresponding documentation attached. Documentation includes, but is not limited to the following:
1. City of San Antonio *Notice of Leave* Form (pink slip);
  2. SAPD Form #15-CR, *Compensatory Time off Record* (orange card); and
  3. Military leave orders, if applicable.
- J. Completed payroll time sheets shall be routed, using bin mail or electronic mail, to the Accounting and Personnel Office not later than the Monday morning following the end of the accounting period. Corresponding documentation shall be routed through bin mail to the Accounting and Personnel Office.

#### **.03 FIESTA & SPECIAL EVENT OVERTIME ACCOUNTING**

- A. The overtime accounting process for all members working a Fiesta event or a special event is handled by the special event commander in charge of the event through the Police Event Management System (PEMS).
- B. Members shall choose either overtime or compensatory time as compensation for overtime worked at a Fiesta or special event prior to the start of the event.
- C. Members may verify the amount of overtime or compensatory time earned after the completion of a Fiesta or special event assignment by accessing PEMS, through COSANET, using either a mobile data computer (MD) or an office computer.
- D. Members finding a discrepancy for overtime worked and the amount of overtime or compensatory time credited to them for working a Fiesta or special event should contact the special event commander. The special event commander is the only person authorized to make corrections in the Police Event Management System (PEMS).

#### **.04 OVERTIME & COMPENSATORY TIME CARDS**

- A. SAPD Form #15-O, *Overtime Pay Record* (white card), shall be submitted by officers who wish to receive pay for working overtime assignments other than Fiesta or special events.
- B. SAPD Form #15-C, *Compensatory Overtime Record* (pink card), shall be submitted by members who wish to accrue compensatory time for working overtime assignments instead of receiving pay.
- C. Overtime and compensatory time cards shall be filled out completely and legibly.
- D. Approving Authority
  1. Overtime and compensatory time cards submitted by sworn and non-sworn members shall be reviewed and approved by at least two levels of supervision prior to being delivered to the Accounting and Personnel Office:



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- a. 1<sup>st</sup> level approval - Unit/Shift Directors or Detail/Shift Supervisors; and
  - b. 2<sup>nd</sup> level approval - Division Commanders or their designee. This is the person responsible for the activity code to which the overtime is charged.
2. Supervisors review overtime and compensatory time cards for accuracy and legibility. Overtime and compensatory time cards which are incomplete or in error are returned to the submitting member for correction and re-submittal.
- E. Overtime and compensatory time cards must be submitted to the Accounting and Personnel Office within eight (8) calendar days.

#### **.05 OVERTIME RATES**

- A. An overtime rate, designated by a two (2) digit number, is used to identify the overtime rate of pay a member is entitled to for working overtime. The overtime rates are as follows:
1. 1.0 - Overtime payable at straight time (non-sworn members);
  2. 1.5 - Overtime payable at time and one half; and
  3. 2.0 - Overtime payable at double time.
- B. For sworn members, the current Collective Bargaining Agreement is the proper source in determining the appropriate rate for overtime worked.

#### **.06 OVERTIME CODES**

- A. An overtime code, designated by two (2) letters, is used to identify the category of overtime worked. The below listed codes are the most commonly used. For additional listings of overtime codes, contact the Accounting and Personnel Office.

	Code	Category of Overtime
1.	AB	Chief's Advisory Action Board. Voluntary service at the 1.5 rate for reviewing cases and attending board meetings, prior authorization is necessary from the Board Chairperson. No callback is authorized. Approval is by the Board Chairperson. This overtime is charged to the Chief's Office cost center.
2.	AD	Alamo Dome
3.	AE	Extension of an assignment, with prior authorization by a supervisor, excluding late calls.
4.	AG	Firing Range
5.	AI	Temporary instructor at the Police Training Academy. Persons who volunteer to be an instructor at the Academy at the 1.5 rate. No callback is authorized. No callback is authorized nor is the double time rate, unless ordered by a supervisor to attend. This overtime must be approved by the Training Academy Commander.
6.	AJ	Academy Recruiting
7.	AK	Citizen Police Academy
8.	AL	Alamo Bowl
9.	AN	Academy Night Class
10.	AP	Applicant Processing - Recruiting, processing, investigating, or interviewing police applicants. Persons who volunteer to perform recruiting work at the 1.5 rate. No callback is authorized nor is the double time rate, unless ordered by a supervisor to attend.
11.	BB	Fiesta – Battle of the Bands
12.	BD	Bomb Squad incidents and training.



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	Code	Category of Overtime (cont'd)
13.	<b>BR</b>	<i>Bike Rodeos</i>
14.	<b>BT</b>	<i>Donating blood during a city endorsed blood drive. Used only if Accounting and Personnel Office has not credited donor with compensatory time by the thirtieth (30) day following the blood donation.</i>
15.	<b>CA</b>	<i>Activities related to Texas Alcoholic Beverage Commission hearings. This includes pre-hearing meetings, giving depositions and attending hearings.</i>
16.	<b>CC</b>	<i>Attendance in County Court. This includes pre-trial meetings, giving depositions and attending court. Does not include stand-by.</i>
17.	<b>CD</b>	<i>Attendance in District Court. This includes pre-trial meetings, giving depositions, and attending court. Does not include stand-by.</i>
18.	<b>CF</b>	<i>Attendance in Federal or Civil Court. This includes pre-trial meetings, giving depositions and attending court.</i>
19.	<b>CG</b>	<i>Attendance related to Grand Juries. This includes pre-trial meetings, giving depositions, and attending hearings.</i>
20.	<b>CJ</b>	<i>Activities related to participations in Justice of the Peace Hearings. This includes pre-hearing meetings, giving depositions, and attending hearings.</i>
21.	<b>CL</b>	<i>Activities related to Administrative License Revocation Hearings. This includes pre-trial meetings, giving depositions, and attending court.</i>
22.	<b>CM</b>	<i>Attendance in Municipal Court. This includes pre-trial meetings and attending court.</i>
23.	<b>CR</b>	<i>Christmas River Parade</i>
24.	<b>CS</b>	<i>Activities related to Civil Service Hearings and Arbitrations. This includes pre-hearing/arbitration meetings, giving depositions, and attending hearings/arbitration. Court related activities (i.e., meeting with city, state, or federal attorneys)</i>
25.	<b>CT</b>	<i>Fiesta Carnival Traffic</i>
26.	<b>CU</b>	<i>US Customs Reimbursable OT</i>
27.	<b>CV</b>	<i>Convention Support</i>
28.	<b>DE</b>	<i>DEA Reimbursement Special Project</i>
29.	<b>DP</b>	<i>Dignitary Protection</i>
30.	<b>DR</b>	<i>Direct Report Entry</i>
31.	<b>DS</b>	<i>Diez Seis</i>
32.	<b>DZ</b>	<i>Dignitary Protection Intelligence</i>
33.	<b>EC</b>	<i>Emergency Callback</i>
34.	<b>ER</b>	<i>Crime Response Unit Initiative</i>
35.	<b>EW</b>	<i>Early Warning – Time spent as a member of the Employee Early Warning Board or a respondent to the Employee Early Warning Board.</i>
36.	<b>F1</b>	<i>First Friday</i>
37.	<b>FA</b>	<i>Fiesta: City Hall Security</i>
38.	<b>FB</b>	<i>FBI Reimbursable OT</i>
39.	<b>FD</b>	<i>Fiesta: Marines at Alamo</i>
40.	<b>FH</b>	<i>Fiesta: Market Square Traffic</i>
41.	<b>FI</b>	<i>Fiesta: Carnival</i>
42.	<b>FJ</b>	<i>Fiesta: Fun Run</i>
43.	<b>FK</b>	<i>Fiesta: NIOSA Traffic</i>
44.	<b>FL</b>	<i>Fiesta: Earth Day Fun Run</i>
45.	<b>FM</b>	<i>Fiesta: River Parade</i>
46.	<b>FN</b>	<i>Fiesta: Night Parade</i>
47.	<b>FO</b>	<i>Fiesta: Oyster Bake Traffic</i>
48.	<b>FP</b>	<i>Fiesta: Stand By Pool</i>
49.	<b>FQ</b>	<i>Fiesta: Market Square</i>
50.	<b>FR</b>	<i>Fiesta: Crowd Control</i>
51.	<b>FS</b>	<i>Fiesta</i>



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## Procedure 901 – Payroll Timesheets & Overtime Accounting

	Code	Category of Overtime (cont'd)
52.	<b>FT</b>	FTO Program activities by non-FTO officers. Cards must include the name of the cadet, probationary officer, or officer assigned to remedial training, and the immediate supervisor's signature. Cards are routed to Training Academy for Second (2 <sup>nd</sup> ) Level Approval by Training Academy Commander or his designee.
53.	<b>FV</b>	Fiesta: Opening Ceremonies
54.	<b>FW</b>	Fiesta: Battle of Flowers Parade
55.	<b>FX</b>	Fiesta: Shift Extension
56.	<b>GR</b>	Graffiti Program
57.	<b>HG</b>	Honor Guard
58.	<b>HM</b>	Hazardous Material Stand By
59.	<b>HN</b>	Hostage Negotiators Detail activities and training.
60.	<b>HP</b>	Holidays Specified By Contract
61.	<b>HT</b>	HIDTA Special
62.	<b>HU</b>	Hurricane Support
63.	<b>IA</b>	Internal Affairs Unit investigation activities. IA overtime approvals will be charged to Internal Affairs.
		<u>On-Duty Officers:</u> When an Internal Affairs Supervisor notifies an on-duty officer to report to the Internal Affairs Unit regarding an Internal Affairs investigation, and, as a result, the officer works overtime, the officer will complete an overtime card. The Internal Affairs Supervisor will sign the back of the overtime card and make a notation as to the time the officer left the Internal Affairs Unit. After the officer arrives at his substation, he will time-stamp the card and submits it. The card will be approved by the officer's immediate supervisor and then routed to the Internal Affairs Unit for Second (2 <sup>nd</sup> ) Level approval.
		<u>Off-Duty Officers:</u> When an officer on off-duty status reports to the Internal Affairs Unit at the request of Internal Affairs Supervisor regarding an internal affairs investigation, the officer will complete an overtime card and submit it to the Internal Affairs Supervisor. The First (1 <sup>st</sup> ) Level and Second (2 <sup>nd</sup> ) Level approval will occur within the Internal Affairs Unit.
64.	<b>IC</b>	Involuntary Callback. An officer is ordered to return to duty for a non-scheduled event, or an emergency situation after having been released from duty for fifteen (15) or more minutes and called back to report to duty by appropriate supervisor or authority. The overtime is paid at the three (3) hour minimum at the 1.5 rate and at the 2.0 rate on vacation and relief days in accordance with Article 18 of the current Collective Bargaining Agreement. It specifically does not include meetings set up by the officer outside his normal duty hours. It does not include events the officer has volunteered to attend. Examples of IC include: Officers assigned to the Officer Involved Shooting Team being ordered to respond to a scene by the shooting team commander while off duty; or officers ordered by a supervisor to return to duty more than fifteen minutes past the end of their shift.
65.	<b>IN</b>	DPS Reimbursable O/T
66.	<b>IS</b>	Internal Support
67.	<b>IW</b>	Inclement Weather
68.	<b>IX</b>	Intoxilizer Operator
69.	<b>JF</b>	July 4 <sup>th</sup> Celebration
70.	<b>K9</b>	K-9. For the exclusive use of K-9 Detail members engaged in K-9 Detail activities and training.
71.	<b>LC</b>	Late Call: Overtime spent completing a call for service assigned by the dispatcher during the member's regular tour of duty. The time assigned, location, type of call, and case # shall be included on the overtime card. Late calls are assigned by the Communication Unit.
72.	<b>MA</b>	Joint Operations: US Marshalls
73.	<b>MK</b>	Martin L. King Celebration
74.	<b>MT</b>	San Antonio Marathon
75.	<b>NC</b>	Fiesta: NIOSA Crowd Control
76.	<b>NS</b>	NSA Security
77.	<b>NY</b>	New Years Eve Celebration
78.	<b>PA</b>	Fiesta: Pilgrimage to the Alamo
79.	<b>PP</b>	Easter Passion Play
80.	<b>PR</b>	Parades/Marathons
81.	<b>PT</b>	Property Crimes Task Force



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 901 – Payroll Timesheets & Overtime Accounting*

	Code	Category of Overtime (cont'd)
82.	PX	Police Explorers
83.	SA	Alamo City Heat
84.	SC	Stand-by for County Court.
85.	SD	Stand-by for District Court.
86.	SF	SAFFE Program activities that extend beyond an officer's tour of duty or a voluntary return to duty, which have prior approval of a supervisor within the chain of command of the respective Service Area SAFFE Program.
87.	SH	Blue Santa
88.	SL	Police Athletic League Activities
89.	SN	S.N.A.P.
90.	SS	Secret Service
91.	ST	Police Shooting Team Stand By
92.	SW	SWAT members engaged in SWAT activities and training.
93.	UE	Unable to check out of service to eat. Requires an explanatory report to be attached to the card.
94.	VC	Violent Crime Investigations (Paid by the DEA or FBI).
95.	VO	Non-Sworn Voluntary Overtime.
96.	VP	Veterans Day Parade
97.	VR	Voluntary Return to Service with authorization from a supervisor. This is paid at the 1.5 rate. No call-back is authorized.
98.	WR	Relief day worked with authorization by supervisor. This is paid at the 1.5 rate.
99.	XP	Executive Protection activities.

B. Only one (1) overtime code, the most applicable, shall be affixed to an overtime or compensatory time card.

#### **.07 DONATING BLOOD – CITY ENDORSED BLOOD DRIVE**

- A. Sworn and non-sworn members receive four (4) hours of compensatory time for donating blood during a city endorsed blood drive.
- B. Members donating blood should obtain a blood donor receipt from blood bank personnel.
- C. Blood bank personnel will send a list of members donating blood to the Office of the Chief. After verification, the blood donor list is sent to the Accounting and Personnel Office and the compensatory time is credited to each member that donated blood.
- D. If a member that donated blood has not been credited with compensatory time thirty (30) days from the date of the blood donation, the member should fill out a compensatory time card, attach a copy of the blood donor receipt to the card, and deliver the compensatory time card to the Office of the Chief.

#### **.08 INSTRUCTIONS FOR FILLING OUT OVERTIME CARDS**

- A. Members are entitled to be compensated for time spent working beyond their normal duty hours. Requests for overtime are managed and documented on overtime and compensatory time cards. Supervisors and Managers review overtime and compensatory time cards and either approve or disapprove the cards.
- B. Members request overtime by completing overtime or compensatory time cards. .
- C. The following information will assist officers in completing overtime and compensatory time cards.
  - 1. SAP# Employee Number. With the advent of the Electronic Resource Management (ERM) system, all employees were issued an SAP Number. It takes the place of the PIN number on overtime cards. This number must be written into the space provided.





## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 901 – Payroll Timesheets & Overtime Accounting*

2. Signature Cards submitted for overtime or compensatory time are official government documents. By signing the document, the applicant is acknowledging the information on the card is true and accurate. In the event the applicant's signature is difficult to read, the applicant shall print their last name and first name (no initials) above the signature space.
3. Badge-# Number - Officers shall print their badge number in the space provided.
4. Office Code - Members shall print the three (3) letter office code for their unit of assignment.
5. Regular Duty Hours - Members shall print their regular duty hours for the date they earned the overtime.
6. Overtime Earned From - Members shall print the date and time they started earning overtime and the date and time they stopped earning overtime.
7. Justification/Event and Case Number - Explains the reason why the member was earning overtime and the case number used to document the event. On late calls (LC), the time assigned, location, type of call, and case # shall be included in the Justification/Event and Case Number line.
8. OT Code: LC, AE, VR, Other - The three codes listed were put there for the convenience of officers. Almost all overtime falls under one of these three codes. Either circle the one most appropriate or write in the code most appropriate.
9. OT Code: 1.0, 1.5, and 2.0 - These codes were printed on the card for the convenience of officers. Circle the correct code. In the event you don't know what the correct code is, contact a supervisor, or refer to subsection 901.05.
10. Prior Approval Name - Officers submitting cards for Assignment Extension (AE) or Voluntary Return (VR) must obtain prior approval from a supervisor. Officers shall print the name and badge number of the supervisor.
11. First (1<sup>st</sup>) Level Approval
  - a. For a Police Officer or Detective, the shift/detail sergeant or lieutenant is the first level of supervisory approval required on a card. Supervisors will submit their cards to their immediate supervisors for first (1<sup>st</sup>) level approval.
  - b. A signature, badge number, and date of approval shall be written on the card. By signing the card, the supervisor approves paying the member for working the overtime. Stamps are no longer authorized for approval of overtime and compensatory time cards.
12. Second (2<sup>nd</sup>) Level Approval
  - a. For a Police Officer, Detective-Investigator, or Sergeant, the Captain, Deputy Chief, or the Deputy Chief's designee will be the second (2<sup>nd</sup>) level of supervisory approval. For Lieutenants and above, the Division Commander or his designee will be the second (2<sup>nd</sup>) level of supervisory approval.
  - b. By signing the card, the Captain, Deputy Chief, or the Deputy Chief's designee approves paying the member for working the overtime. Stamps are no longer authorized for approval of overtime and compensatory time cards.
  - c. If a Captain is not available for second (2<sup>nd</sup>) level approval, the overtime and compensatory time cards will be sent to the Division Commander or his designee for second (2<sup>nd</sup>) level approval.



*Example: Sergeant submitting an overtime card would obtain first (1<sup>st</sup>) level approval from their Lieutenant and second (2<sup>nd</sup>) level approval from their Captain, Deputy Chief, or the Deputy Chief's designee.*



## **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



### ***Procedure 901 – Payroll Timesheets & Overtime Accounting***

13. Accounting Override – A member may work on some assignment not covered by the budget assigned to their office code. The Department will pay the member with the Accounting Override. Circle either Sworn or Non-Sworn to identify the category of personnel. Some examples are as follows:
  - a. Working on a Grant: An officer assigned to EPB working on the Weed & Seed Grant isn't paid out of the EPB budget. The coordinator of the Weed & Seed Grant will affix the Weed & Seed override code in the space provided.
  - b. Working as an FTO Alternate: An officer working SPC who is not an FTO is assigned a cadet for the shift. First (1<sup>st</sup>) level approval is done by the immediate supervisor. The card is routed to the Training Academy for second (2<sup>nd</sup>) level approval. The Training Academy writes in the appropriate override code.
  - c. Responding to Internal Affairs while off duty: An officer is ordered to write a report for Internal Affairs while off duty. The overtime code used is IA. First (1<sup>st</sup>) and second (2<sup>nd</sup>) level approval is done in the Internal Affairs Unit.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 902 – Leave and Absence Policies

Office with Primary Responsibility:	SSB	Effective Date: Prior Revision Date:	June 5, 2019 July 11, 2018
Office(s) with Secondary Responsibilities:	COS, PSC, PNC, TEC, FCD, IDC	Number of Pages:	8
Forms Referenced in Procedure:	COSA Notice of Leave Form SAPD Form #25 SAPD Form #172 State Form #DWC073	Related Procedures:	908, 909

### .01 INTRODUCTION

- A. This procedure establishes guidelines for the accrual and use of leave available to sworn members and defines Department policies regarding absences and tardiness.
- B. Non-sworn members accrue leave in accordance with City Administrative Directive 4.4, *Leave Administration*.

### .02 POLICY

Officers on any type of leave status are not authorized to work overtime for the City unless ordered to return to duty by a Division Commander.

### .03 LEAVE ACCRUAL

#### A. Annual (Vacation) Leave

1. Officers accrue annual leave on the basis of the following schedule:

	Completed Years of Service	Annual Leave Accrued
a.	1 to 10	126 Hours
b.	10 to 15	166 Hours
c.	More than 15	206 Hours

2. Annual leave shall be accrued and credited as follows:

- a. Officers shall accrue annual leave at a rate of ten (10) hours per month, plus an additional six (6) hours on each anniversary date.
- b. On the date an officer completed ten (10) years of service and on each anniversary date thereafter, he is credited on a lump sum basis with forty (40) additional hours of annual leave; and
- c. On the date an officer completes fifteen (15) years of service and on each anniversary date thereafter, he will be credited on a lump sum basis with eighty (80) additional hours of annual leave.

3. Upon separation from the department, an officer may be paid for his accrued annual leave up to seven hundred twenty (720) hours.

#### B. Holidays

1. Officers accrue holidays according to their current work assignments.
2. Holidays have an accrual limit of three hundred twenty (320) hours.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 902 – Leave and Absence Policies*

3. Upon separation from the department, an officer may be paid for his total accrued holidays up to three hundred twenty (320) hours.

### C. Sick Leave

1. Officers accrue ten (10) hours of sick leave each month with no limit on how much sick leave is accrued.
2. Upon separation from the Department, an officer may be paid for his accrued sick leave up to seven hundred twenty (720) hours.

### D. Bonus Days

1. A bonus day shall consist of eight (8) hours and is awarded for each quarter of perfect attendance for a total of four (4) potential bonus days per year
2. Quarters of a calendar year extend from:
  - a. January 1 to March 31;
  - b. April 1 to June 30;
  - c. July 1 to September 30; and
  - d. October 1 to December 31.
3. In order to receive a bonus day, officers are not to be off from duty or any of the following reasons:
  - a. Any sick leave;
  - b. Off-duty injury;
  - c. Military leave in excess of fifteen (15) days in a calendar year;
  - d. Leave without pay;
  - e. Stress leave;
  - f. Suspension, regardless if time is lost or forfeited;
  - g. Unscheduled compensatory time (for a full day);
  - h. Unscheduled annual leave (for a full day); or
  - i. Unscheduled holiday leave (for a full day).
4. A full annual leave day, a full holiday, or a full day of compensatory time usage not scheduled in advance (prior to the end of that officer's preceding days shift) by a supervisor disqualifies an officer from receiving a bonus day.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 902 – Leave and Absence Policies*

5. The Accounting and Personnel Office provides each section with a computer printout after each quarter showing the officers who have qualified for a bonus day. If there are any discrepancies, the section commander will contact the Accounting and Personnel Office to verify the printout and make any necessary corrections.
6. Probationary police officers are eligible to receive a bonus day only after completing a full quarter after graduation from the Police Training Academy.
7. Bonus days have an accrual limit of four hundred (400) hours.
8. Upon separation from the Department, an officer may be paid for his total accrued bonus days up to four hundred (400) hours.

### E. Compensatory Time

1. Officers may accrue compensatory time in place of overtime pay.
2. Compensatory time has an accrual limit of four hundred eighty (480) hours.
3. Upon separation from the department, an officer may be paid for his total accrued compensatory time up to four hundred eighty (480) hours.

## **.04 ANNUAL LEAVE & MILITARY LEAVE SCHEDULING & LIMITATIONS**

### A. Annual Leave

1. Members requesting annual leave during the calendar year, do so no later than January 15, using SAPD Form #25, *Vacation Request Form*. Vacation request forms are submitted to the appropriate Shift or Unit Directors.
2. Annual leave may be taken in two (2) parts, the smaller part of which is at least five (5) working days. Split annual leave periods require a minimum of thirty (30) days between periods.
3. Probationary police officers are not allowed to use any annual leave during the initial thirty (30) weeks of their probationary period. Accrued holiday leave, bonus day leave, or compensatory time may be used instead.

### B. Military Leave Scheduling

1. Officer
  - a. Members anticipating military leave during the calendar year, do so no later than January 15, using SAPD Form #25, *Vacation Request Form*. Vacation request forms are submitted to the appropriate Shift or Unit Directors. Members that are unsure of the exact dates should use the previous year military leave dates for their military unit.
  - b. Upon receipt of military activation orders, provide a copy of said orders to the Payroll Services Office and to the Chief's Office Administrative Sergeant.
  - c. Contact Payroll Services to complete the Military Leave of Absence Pay Leave & Benefits Agreement and the Military Leave Form.
  - d. Officer may elect either Leave of Absence Inactive – Unpaid Military Deployment OR Leave of Absence Active – Military Deployment.
  - e. Complete the Notice of Leave form (GR.1050-54(b).PER.REQ.SAPD/Leave Notice) identifying whether the officer will be using military leave or some other type of leave.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 902 – Leave and Absence Policies*

- f. Upon return from Military Leave the officer shall provide to Payroll Services and to the Chief's Office Administrative Sergeant orders releasing the officer from military duty.
- i. Coordinate with the Chief's Office Administrative Sergeant to begin the Return to Duty program, if the activation was greater than 90 days.
- ii. Sign the Military Leave Form to acknowledge their return to duty.

### 2. Supervisor

- a. Upon receiving notice of an officer's Military Activation Orders, a supervisor shall ensure the officer completes the Notice of Leave form (GR.1050-54(b).PER.REQ.SAPD/Leave Notice) identifying whether the officer will be using military leave or some other type of leave.
- b. Pay sheets shall reflect either MI01 or MI02, if the officer is using military leave. If the officer elects to use another form of time, the code for that time shall be entered onto the pay sheet and "Military Leave" shall be noted in the Comments section of the pay sheet.
- c. Include a copy of the officer's military orders when submitting the pay sheet at the start of the leave period.

### C. Supervisor Responsibilities

- 1. Shift or Unit Directors ensure annual leave and military leave lists are typed or computer generated, grouped by month, members listed alphabetically by rank, and submitted to the appropriate division commanders before February 21, of each year.
- 2. Shift or Unit Directors determine the most practical schedule for non-sworn members and retain this schedule with the schedule for sworn members.

### D. Limitations on Annual Leave & Military Leave Scheduling

- 1. To ensure sufficient strength in each rank throughout the year, the following are limitations on the scheduling of annual leave:
  - a. Assistant Chiefs: A suitable schedule is arranged by the Chief of Police;
  - b. Deputy Chiefs: A suitable schedule is arranged by the Assistant Chiefs;
  - c. Captains and Lieutenants: Scheduling of annual leave will be at the discretion of the Division Commanders.
  - d. Sergeants: Scheduling of annual leave will be at the discretion of the Section Commanders.
  - e. Detective-Investigators and Police Officers: Grouped by shift or unit and are limited by Shift/Unit Directors to ensure adequate personnel strength is available at all times to perform necessary job tasks.
- 2. There are no restrictions on the use of military leave during the year. Request for military leave should be accompanied by military leave orders.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 902 – Leave and Absence Policies*

### **.05 POLICE SCHEDULED LEAVE SYSTEM (PSLS)**

- A. The Police Scheduled Leave System (PSLS) is a computer database that contains the names of officers that have been authorized leave.
- B. Shift/Unit Directors ensure the Annual and Military leave schedules are entered into the Police Scheduled Leave System by February 21, of each year.
- C. Whenever a change or addition is made to an officer's annual leave or military leave or an officer schedules three (3) or more days of consecutive leave of any type, Shift, or Unit Directors ensure this new information is entered into the Police Scheduled Leave System at the time the change or addition is approved.

### **.06 MISCELLANEOUS LEAVE POLICIES**

#### **A. Notice of Requested Leave**

- 1. Members requesting the following types of leave should request the leave as early as possible, but not more than thirty (30) days prior to the requested leave date(s).
  - a. Annual leave or military leave not scheduled by January 15, of each year;
  - b. Bonus day leave;
  - c. Holiday leave, taken on any day other than a city holiday; and
  - d. Compensatory leave.
- 2. City of San Antonio *Notice of Leave* Form
  - a. The *Notice of Leave* Form for scheduled vacation must be submitted by members taking any type of leave, except compensatory time, by January 15 of each year;
  - b. Members, when possible, shall complete and submit the *Notice of Leave* Form prior to taking the leave.
  - c. In cases of sick leave, injured on duty leave, or other emergency leave, members should request a supervisory officer to submit the *Notice of Leave* Form with a notation the member is "unavailable to sign" or submit the form when the member returns to duty.

#### **B. Sick Leave**

- 1. When a member is unable to report to work due to illness or injury, the member shall contact a supervisor in accordance with the guidelines in his unit's SOP.
- 2. Any officer who requests forty (40) or more consecutive hours of sick leave must present a certificate from a physician who documents confirmation the member was unable to work for the department.
- 3. The department has the authority, at any time, to order any officer to submit to a medical examination.
- 4. Probationary police officers are not allowed to use any sick leave during their initial thirty (30) week probationary period. Accrued holiday leave, bonus day leave, or compensatory time may be used instead.
- 5. Sick leave for non-sworn members is governed by Administrative Directives 4.2, *Workplace Attendance*, and 4.4, *Leave Administration*.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 902 – Leave and Absence Policies*

### C. Injured On Duty Leave

1. Members requesting to be carried as injured on duty are required to seek immediate treatment by a physician if they have not already done so.
2. Before a member is carried as injured on duty he is required to have a physician complete SAPD Form #172, *Physician Authorization for Injury Status*. The completed form is turned in to the member's supervisor who ensures the original is routed to the Accounting and Personnel Office.
3. The member's supervisor is responsible for having SAPD Form #172 and/or State Form #DWC073, *Work Status Report and Instructions*, completed by a physician when the injury is of such a nature as to preclude the member from having the form completed.
4. Before a member is allowed to return to regular duty from injured on-duty leave, the member must submit SAPD Form #172 and/or State Form #DWC073. The form must be completed by a physician stating the member may return to regular duty.

### D. Administrative Leave

Members may be placed on administrative leave by the Chief of Police in accordance with General Manual Procedures 908, *Mandatory Reassignment* or 909, *Travel*.

### E. Association Leave

Officers may be placed on legislative leave in accordance with Article III, Section 2(E) and Section 3(D) of the Collective Bargaining Agreement.

### F. Leave without Pay

The Chief of Police may grant authorized leave without pay to a member, who requests authorized leave, but does not have any accrued leave. The Chief of Police may authorize up to five (5) days leave without pay. Anything in excess of five (5) days has to have the approval of the City Manager.

### G. Leave by Active Trustees for both the Fire and Police Pension Fund and Retiree Health Fund activities

1. Trustees are required to complete a *Notice of Leave* form for any absence from work related to their responsibilities for funds, and forward this request to the Office of the Chief.
2. All requests for leave must be made thirty (30) days in advance of the leave. If there are occasions where a special meeting is called, notification must be made as soon as possible.
3. All requests for leave must specify a reason, such as a board meeting, subcommittee meeting, travel, training (specify whether required or discretionary), or conference, and must include a date and the amount of time requested. Board meetings and subcommittee meetings must include an estimate of the amount of time for which leave is requested.
4. All leave requests for meetings and conferences must include a copy of the schedule or agenda, and for off-site events attended, a list of off-site events and the sponsor.
5. All leave requests for training must include a description of how the training corresponds to the duties of the trustee.





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## *Procedure 902 – Leave and Absence Policies*

6. Requests for out-of-town travel will be limited as follows. Any out-of-town travel above and beyond the maximum will be at the employee's own personal leave.
  - a. Active Trustees of the Fire and Police Pension Fund shall be limited by the stipulations laid out in the Administrative Services Contract between the City of San Antonio and the Fund.
  - b. Active Trustees of the Retiree Health Care Fund shall be limited to forty (40) hours per fiscal year per active trustee.
7. Requests for leave by trustee related to the responsibilities to the funds will be approved or denied through the Chief's Office.
8. Any personal leave taken by a trustee must be made pursuant to this Procedure.

### **.07 ABSENCES**

- A. Sworn members not on authorized leave and who fail to report for duty within one (1) hour of the commencement of their assigned duty hours are carried absent for that day.
- B. Any absence is considered unauthorized when the sworn member is carried absent without pay on the pay sheet for that day.
- C. Any sworn member who has unauthorized absences of more than two (2) consecutive days may be processed as a voluntary termination.

### **.08 TARDINESS**

- A. Sworn members, who are going to be tardy, arriving less than one (1) hour after the commencement of their assigned duty hours, shall notify their respective units as soon as possible.
- B. Sworn members failing to report for duty as scheduled during either six (6) month period, (January through June or July through December), forfeit accrued vacation, holiday, or bonus day leave time according to the following schedule:
  1. First Time Forfeiture of accrued vacation, holiday, or bonus day leave equivalent to the tardy period with no punitive assessment.
  2. Second Time Forfeiture of accrued vacation, holiday, or bonus day leave equivalent to the tardy period with a punitive assessment of an additional two (2) hours and verbal counseling.
  3. Third Time Forfeiture of accrued vacation, holiday, or bonus day leave equivalent to the tardy period with a punitive assessment of an additional four (4) hours and a written counseling.
  4. Fourth Time Leave without pay for the day and a written reprimand.
  5. Fifth Time Leave without pay for the day with additional disciplinary action recommended.
- C. Members shall submit a report on all tardiness occasions.
- D. Unit Directors / Detail Supervisors:
  1. Ensure the member's explanatory report is filed in the member's departmental field file;



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 902 – Leave and Absence Policies***

2. Maintain a tardiness file for their unit or detail and retain the file until the end of the six (6) month period, unless disciplinary action is pending and the file is required for documentation of a member's tardiness; and
3. Submit documentation and recommendations for disciplinary action for members who have five (5) or more occasions of tardiness during a six (6) month period to the section commander.
4. Tardiness by non-sworn members is governed by City Administrative Directive 4.2, *Workplace Attendance*.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 903 – Sworn Personnel Transfers*

Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	May 1, 2017 December 20, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	5
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

- A. This procedure establishes a transfer system for officers holding the ranks of Patrol Officer, Detective Investigator, and Sergeant that provides for the proper staffing of the Department, as well as allowing for professional growth and increased job knowledge among sworn members.
- B. Officers holding the ranks of Assistant Chief, Deputy Chief, Captain, and Lieutenant are transferred at the discretion of the Chief of Police and are not governed by this procedure.

### **.02 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Involuntary Transfer Section	Police Career Activities System (PCAS) Shift Change	Qualified Candidate Voluntary Transfer	Relative
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### **.03 GENERAL PROVISIONS**

- A. The Chief of Police has the exclusive right to transfer employees within the department to accomplish the mission and goals of the department in the most effective and efficient manner.
- B. Newly hired officers are required to serve in the patrol shifts of the Patrol Divisions until the end of their one (1) year probationary period, unless an overriding departmental need exists and a transfer is authorized by the Chief of Police.
- C. An officer limited by physical disabilities or restrictions, who cannot be placed on regular duty assignment, may be transferred at the discretion of the Chief of Police.
- D. All other transfers, including intra-divisional transfers, are governed by this procedure.
- E. The guarantees afforded under this procedure do not apply to special assignments. Special assignments are approved by Division Commanders. Officers placed on special assignment on an involuntary basis shall work the assignment for a maximum of sixty (60) calendar days. Officers placed on special assignment on a voluntary basis may work the assignment for a maximum of one hundred and eighty (180) calendar days.
- F. This procedure does not affect the special drafting or assignment procedures for those divisions with no transfer requests on file.
- G. Administrative and limited duty assignments are made through the Office of the Chief.
- H. When an officer is involuntarily transferred all pending transfer requests remain valid. The officer is eligible to submit transfer requests immediately with no time constraints.
- I. An officer is not allowed to work under the direct supervision of a relative. Relatives may be co-workers in the same division in non-supervisory positions.
- J. There is no stigma attached, nor is there any retaliation, toward an officer who chooses to use this procedure.



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 903 – Sworn Personnel Transfers***

### **.04 REQUESTS FOR TRANSFERS (EXCLUDING SHIFT CHANGES WITHIN THE PATROL SHIFTS OF THE PATROL DIVISION)**

- A. Officers wishing to transfer, excluding transfers to a patrol shift of the Patrol Division, shall enter their transfer request(s) in the Police Career Activities System (PCAS) through COSANET on an office terminal.
  - 1. There is no limit to the number of transfer requests an officer may enter into the Police Career Activities System.
  - 2. When entering a transfer request, officers must enter the following information in the appropriate computer screen fields before the computer system will accept the transfer request:
    - a. The three (3) letter office designation for the unit the officer is wanting to transfer into below the word "Office";
    - b. The six (6) number activity code for the unit the officer is wanting to transfer into below the word "Activity"; and
    - c. A number for the priority of the transfer request below the word "Priority." The number "1" being the officer's first choice, the number "2" being the officer's second choice, etc.
  - 3. The entering of a transfer request into the Police Career Activities System does not guarantee a transfer, but only ensures consideration of the request, a review of his record, and possibly an interview.
  - 4. After officers enter their transfer requests into the Police Career Activities System, they may print out the form for their own records.
- B. Officers assigned to any unit other than a Patrol Shift, wishing to transfer to a Patrol Shift of the Patrol Division must submit an Interoffice Memorandum through the chain of command requesting a transfer to a patrol shift of the Patrol Division.
- C. If approved, the Interoffice Memorandum is forwarded to the Manpower Allocations Detail by the Division Commander's office.
- D. When the Manpower Allocations Detail receives the Interoffice Memorandum, the officer will be considered for transfer to a Patrol Shift, depending on staffing needs of the Patrol Division.

### **.05 CANCELLATION OF TRANSFER REQUESTS**

- A. An officer wishing to withdraw a request for transfer may delete the transfer request from the Police Career Activities System (PCAS) database through COSANET.
- B. When an officer is promoted or voluntarily transferred, all transfer requests of that officer on the Police Career Activities System are invalidated.
- C. Any transfer request on the Police Career Activities System expires after a period of twelve (12) months. It is the responsibility of the individual officer to ensure his/her transfer request(s) is current.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 903 – Sworn Personnel Transfers*

### **.06 TRANSFER PROCEDURE (EXCLUDING SHIFT CHANGES WITHIN THE PATROL SHIFTS OF THE PATROL DIVISION)**

- A. When Division Commanders are authorized to fill a current vacancy or newly created position, the Division Commanders shall request the position be advertised in the Daily Bulletin for a period of not less than Four (4) calendar days. Only Division Commanders shall request the list of qualified candidates from the Manpower Allocations Detail.
- B. The Manpower Allocations Detail provides the Division Commander with a list of qualified candidates requesting transfer to that division, in order of the date and time of request.
- C. Officers entering transfer requests into the Police Career Activities System after the date and time a Division Commander requests a list from the Manpower Allocations Detail are not included on the list of qualified candidates. Their transfer requests will remain in the Police Career Activities System in the event of another vacancy in that position.
- D. Qualified candidates who believes their name has been omitted from the list, he should immediately notify the Supervisor of the Manpower Allocations Detail in writing. The Manpower Allocations Detail supervisor will review the circumstance of the qualified candidate being omitted from the list and make a decision as to whether the officer is added to the list or not.
- E. Should the Division Commander eliminate all candidates on a list or should no requests be pending, the position is readvertised in the Daily Bulletin. The vacancy advertisement will include sufficient details describing job tasks and skills needed to meet demands of the job.
- F. Division Commanders will review applicant list and select the most qualified applicants to be interviewed. Division Commanders will prepare a list of questions relating to the position and each applicant will be asked the same questions. Follow-up or clarifying questions need not be the same.
- G. Division Commanders will establish an interview panel that will consist of at least three (3) members. Interview panel will be diverse in gender and ethnicity; an interview panel will consist of at least one (1) female panel member regardless of candidates being considered. Applicants selected for interview will be interviewed by same panel members.
- H. The interview panel shall have three (3) basic choices with respect to candidates. They may:
  - 1. Recommend an officer for selection;
  - 2. Not recommend an officer, but leave officer's name on the list for future consideration; or
  - 3. Reject the officer and remove officer's name from the list for cause.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 903 – Sworn Personnel Transfers*

- I. Interview panel will forward recommended candidates without ranking the candidates to the Division Commander and will maintain confidentiality until the final selection has been approved.
- J. Division Commander shall forward the names of finalists selected for review and approval to their respective Bureau Commander. If there is no Division Commander or Bureau Commander in the chain of command, the names of finalist selected for review and approval will be forwarded to the Section Commander.
- K. After the Bureau Commander has made a final selection, the Division Commander notifies the officer selected and sends each officer who applied but not selected, a memorandum stating:
  - 1. Applicant was not selected;
  - 2. Whether Applicant will remain on the list or be removed for cause; and
  - 3. The name of a supervisory officer in the division whom the Applicant may contact to discuss the decision, if Applicant desires.
- L. Within fourteen (14) calendar days of receiving a written rejection, all officers who hold the rank of Patrol Officer or Detective Investigator who have applied for a position through PCAS and who were not selected, and who request the same in writing through the chain of command to the Captain of the Unit to which the officer was not selected, shall be given the reason for rejection in writing within fourteen (14) calendar days of the date the request was received by the non-selecting Captain. Within fourteen (14) calendar days of receiving a written rejection, an affected officer may submit a written appeal to the Deputy Chief who supervises the non-selecting Captain. The Deputy Chief shall affirm the rejection or overturn the rejection in writing within fourteen (14) calendar days of receipt of the appeal.
- M. The Bureau Commanders' decisions regarding the selection of personnel are final. The Chief of Police does not hear appeals from individuals not selected.
- N. When an officer selected for a position indicates the officer would no longer like to accept the position, the officer's request for that position is removed from the Police Career Activities System by the Manpower Allocations Detail at the request of the Division Commander offering the position.
- O. The Office of the Chief ensures the transfer procedure was complied with and directs the proper transfer order to be prepared by the Manpower Allocations Detail.



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 903 – Sworn Personnel Transfers***

### ***.07 NOTIFICATION OF TRANSFER***

- A. Division Commanders receive notification of approval or any denial of transfers from their respective Bureau Commander.
- B. Division Commanders receive notification of the effective date of any transfer from the Manpower Allocations Detail.
- C. All officers to be transferred are notified by the Office of the Chief.

### ***.08 REQUESTS TO FILL SHIFT AND RELIEF DAY VACANCIES WITHIN THE PATROL SHIFTS OF THE PATROL DIVISION***

- A. *Shift Change and Relief Day System (SCHARDS)* requests are the basis from which all shift and relief day vacancies within the patrol shifts of the Patrol Division are filled.
- B. Officers being assigned to different shifts and officers who are only receiving relief day changes are personally responsible for updating their SCHARDS request within seventy-two (72) hours by making any necessary corrections, additions, or deletions.
- C. All officers should retain a dated copy of their transfer request. Should an officer feel that he/she has been unjustly or erroneously transferred, the officer can make an appointment with the Manpower Allocations Detail supervisor to discuss the issue if he/she presents a dated copy of a transfer request that shows an error has been made.

### ***.09 PROCEDURE FOR FILLING SHIFT AND RELIEF DAY VACANCIES WITHIN THE PATROL SHIFTS OF THE PATROL DIVISION***

- A. Police Officers
  - 1. Shift and relief day vacancies for Police Officers within the patrol shifts of the Patrol Division are filled by the Manpower Allocations Detail from current SCHARDS requests.
  - 2. When a shift or relief day vacancy occurs due to an officer leaving a patrol shift of the Patrol Division, the shift director notifies the Manpower Allocations Detail, which determines if the vacancy is to be filled.
  - 3. The creation of new relief days and the elimination of vacant relief days are determined by the Manpower Allocations Detail.
  - 4. The cut-off date for consideration in filling any shift or relief day vacancy is the date the original change order is developed by the Manpower Allocations Detail. Officers who enter relief day or shift change requests into SCHARDS after that date are excluded from that particular shift or relief day change order.





# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 903 – Sworn Personnel Transfers***

### **B. Sergeants and Lieutenants**

1. Consideration for filling shift and relief day vacancies for Sergeants and Lieutenants within the patrol shifts of the Patrol Division is based, in part, on current SCHARDS requests.
2. Selections for shift vacancies within a particular patrol section are subject to the approval of the Patrol Section Commander.
3. Selections for shift vacancies between patrol sections are subject to the approval of the Patrol Division Commander.
4. Selections for relief day vacancies only are on the basis of seniority from SCHARDS requests.
5. The cut-off date for consideration in any shift or relief day change is the date the original change order is developed by the Manpower Allocations Detail. Sergeants and Lieutenants who enter shift or relief day change requests into SCHARDS after that date are excluded from consideration for that particular shift or relief day change order.

### **.10 RETURN OF ISSUED EQUIPMENT PRIOR TO TRANSFER OR SHIFT CHANGE**

Members of all ranks, prior to transferring to another unit, shall turn in all unit-issued equipment, unless the issued equipment is to be used by the member in his new assignment.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 904 – Light Duty Assignments

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	June 5, 2019 February 19, 2014
Office(s) with Secondary Responsibilities:	PSC, PNC, TEC, FCD, IDC, SSB	Number of Pages:	4
Forms Referenced in Procedure:	DWC Form-73 SAPD Form #172	Related Procedures:	309, 615, 909, 916

### .01 INTRODUCTION

- A. This procedure establishes a process for the assignment to limited duty positions of officers who are unable to perform regular duty functions due to a temporary disability caused by an occupational injury, an occupational disease, or a non-occupational condition.
- B. The process for assigning non-sworn members to light duty assignments will be in accordance with City Administrative Directive 4.37, *Light Duty Program*.
- C. Officer injuries must be documented on SAPD Form #172, *Physician's Evaluation of Injury/Non-occupational Condition*, or DWC Form-73, *Texas Worker's Compensation Work Status Report*. Occupational injuries and diseases can be reported on SAPD Form #172 or DWC Form-73. Non-occupational injuries can only be reported on SAPD Form #172.
- D. Officers choosing to deliver documentation via other than hand delivery are responsible to ensure successful delivery of the documents.

### .02. POLICY

- A. The San Antonio Police Department is committed to promoting and creating a safe workplace for members. Preventing workplace injuries and assisting officers with recovery from illness or injury are primary goals.
- B. The department will make every reasonable effort to provide suitable return-to-work opportunities for members who are unable to perform their regular job tasks and duties due to an occupational injury, an occupational disease, or a non-occupational condition.
- C. Light duty assignments may include modifying a member's regular job duties, hours, relief days; and may restrict a member from engaging in certain physical activity. An appropriate light duty assignment combined with reasonable conditions contributes to an officer's recovery by keeping an officer productive, socially involved, and in some instances offer an opportunity to learn a new skill.

### .03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Designated Doctor	Disease	Injury	Limited Duty Assignment
Non-occupational Condition	Occupational Disease	Occupational Injury	Treating Physician
Dress-out			

### .04 LIMITED DUTY ASSIGNMENTS

- A. Officers who are temporarily unable to perform their regularly assigned duties due to an occupational injury, an occupational disease or a non-occupational condition are eligible for limited duty assignments as assigned by the Office of the Chief.
- B. All officers temporarily unable to perform their regularly assigned duties due to an occupational injury, an occupational disease or a non-occupational condition must advise their treating physician that there are limited duty positions available within the San Antonio Police Department.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 904 – Light Duty Assignments*

1. A limited duty assignment is sedentary in nature and can include work activities such as answering phones, greeting customers, data entry, etc.
- C. Officers who are medically cleared for limited duty by a treating physician or a designated doctor shall immediately call the Office of the Chief for instructions for placement on limited duty assignments. In the event the officer is medically cleared for limited duty after normal business hours, 0745 – 1630 hours (Monday – Friday), the officer shall immediately call the Office of the Chief, the next business day.
  1. If a physician indicates that an officer be placed on limited duty after normal business hours or during an extended City holiday period (Winter Break), the officer shall report to his regular duty assignment as scheduled, and shall be assigned to temporary, sedentary activities by an immediate supervisor until such time the Office of the Chief can assign the officer to a light duty assignment.
- D. If an officer makes a supervisor aware that he has sustained or suffers from an occupational injury, occupational disease, or a non-occupational condition, the supervisor may require the officer to seek medical attention; a no cost option is available to the officer. If the supervisor feels that the officer's condition may interfere with his/her ability to perform assigned duties, the officer will be ordered to seek medical attention and submit SAPD Form #172 or DWC Form-73. The supervisor will document all cases where the officer is required to seek medical attention.
  1. A finding that impairment exists due to an occupational injury, an occupational disease or a non-occupational condition must be made based upon objective clinical or laboratory findings and upon objective medical evidence that may be independently confirmable by a licensed medical or psychological practitioner, without reliance on the subjective symptoms perceived or being reported by an officer.
- E. Limited duty assignments are made as available based upon date time of application, subject to the preferences set out in subsection .04, below. The Office of the Chief determines limited duty assignments.
- F. Limited duty assignments are made as available, subject to the following requirements:
  1. SAPD Form #172 or DWC Form-73 is required. It is the responsibility of the officer to inform a physician that the completion of this form is necessary, and that the form be submitted within the required time frame. If the officer's personal physician is unwilling to complete SAPD Form #172 or DWC Form-73, a supervisor may order the officer to be evaluated by the City's Occupational Health office or other qualified healthcare practitioner to determine the officer's duty status. The form must indicate that the disabled officer is unable to perform his regularly assigned duties, but is able to perform in a limited duty assignment.
  2. The officer's physical or mental condition is such as to allow for a satisfactory performance in a limited duty position.
  3. While on limited duty status, officers must follow and adhere to any conditions set forth or prescribed by their treating physician or a designated doctor which are documented in medical records or on SAPD Form #172/DWC Form-73.
  4. While on limited duty status, officers shall not participate in any physical exertion or activities, whether on or off duty, which may have the potential to aggravate or prolong the original injury or cause a new injury.
    - a. Officers assigned to limited duty status because of occupational injury, an occupational disease, or a non-occupational condition, may not engage in any physical exercise or activity commonly known as "working out" which includes, but is not limited to: running, jogging, walking, lifting weights, using gym equipment, yoga, cross-fit, etc., at or away from a City facility while on duty; or any physical activity that would require an officer to "dress-out". The exception is therapy that is ordered by an officer's health care



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 904 – Light Duty Assignments*

- provider and when this therapy is conducted at a facility specially equipped and licensed in directing and/or supervising prescribed therapy.
5. Once assigned to a limited duty position, duty hours and relief days are assigned by the unit director or detail supervisor. Night and weekend duty may be required. There is no guarantee that an officer will assume his regularly assigned shift or hours while on limited duty status.
  6. An officer who is assigned to a limited duty assignment is responsible for keeping scheduled medical appointments and submitting the necessary forms to the Office of the Chief.
  7. An officer on limited duty status is prohibited from engaging in any off-duty or outside employment, if such outside employment is an extension of providing a police service. If the outside employment is for non-extension of police services, the officer may not engage in off-duty employment if such employment activities have the potential to aggravate or prolong the original injury or caused the original injury.
    - a. The officer placed on limited duty will forward a copy of an officer's SAPD Form #172 or DWC Form-73 to the Off Duty Employment Office so that this office temporarily suspends the applicable off-duty employment permits while an officer is on a limited duty assignment. Upon being released for full duty, the officer must ensure the permits are re-activated, unless they have expired.
  8. Officers on limited duty status must report for duty in approved civilian attire and are prohibited from wearing any regulation police uniform; or from operating or riding as a passenger in a marked police vehicle. Officers may not make the scene of a police incident while on limited duty status. Officers on limited duty status must remain in compliance with GM Procedure 309, *Weapons*.
  9. Officers on a limited duty assignment are subject to attendance requirements of the detail, unit, or section they are assigned to during their light duty assignment. There is no guarantee that previously scheduled leave will be honored, but will be considered by the detail, unit, or section commander.
  10. Officers on limited duty status are responsible for ensuring that they remain in compliance with necessary training and licensure requirements.

### **.05 PREFERENCES FOR LIMITED DUTY ASSIGNMENTS**

- A. Officers with occupational injuries or diseases are given preference in assignment to limited duty positions over officers with non-occupational conditions.
- B. When all limited duty positions are filled by officers with occupational injuries or diseases and additional officers with occupational injuries or disease request limited duty assignments, such officers are placed on a stand-by list until limited duty positions become available.
- C. If a limited duty position is open and not needed for an officer who has an occupational injury or disease, the position may be filled by an officer with a non-occupational condition.
- D. Should a limited duty position be filled by an officer who has a non-occupational condition, such officer will be displaced by an officer who has an occupational injury or disease and who qualifies for limited duty assignment.
  1. The officer who is displaced is the officer with the non-occupational condition who has been most recently assigned to a limited duty position.
  2. The displaced officer is assigned the next available limited duty position, but again may be subject to displacement by an officer with an occupational injury or disease.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 904 – Light Duty Assignments*

### **.06 PREGNANCY**

Officers who are pregnant shall be treated in the same manner as all other officers who have non-occupational conditions in accordance with Subsection .03 of this procedure.

### **.07 EXTENDED LIMITED DUTY ASSIGNMENTS**

- A. A limited duty assignment is for a maximum of twelve (12) months from the date of the occupational injury, occupational disease, non-occupational condition, or the date the first distinct manifestation of the injury or disease occurred. The Chief of Police may extend this period if recovery appears imminent.
- B. Any officer with a non-occupational injury/condition, upon being absent from their permanent assignment as a result of such injury/condition for a total of 18 work weeks which need not be consecutive, may be required by the Chief of Police to submit to a medical examination by a physician as designated by the City for confirmation of the reported injury/condition and to determine if the officer is permanently disabled to the point where the officer is unable to perform a bona fide occupational requirement. When it is determined that an officer is permanently disabled, the Chief shall be entitled to seek termination or initiate a medical retirement of the officer, whichever is applicable, in accordance with the Current Collective Bargaining Agreement (CBA), Article 22, Section 12, Subsection H.)

### **.08 RETURN TO REGULAR DUTY**

- A. An officer on limited duty assignment who has recovered from his occupational injury, occupational disease, or non-occupational condition and is released for full duty by a physician shall present SAPD Form #172 or DWC Form-73 to the Office of the Chief immediately during normal business hours, 0745 – 1630 hours (Monday – Friday), or if after normal business hours, shall do so immediately the next following business day. The form must be completed by a treating physician or designated doctor stating the officer may return to regular duty. The officer must submit the form to the Office of the Chief, electronically ([SAPDIjuryNotification@sanantonio.gov](mailto:SAPDIjuryNotification@sanantonio.gov)), by fax, or by hand delivery. Officers shall not bin mail originals of completed SAPD Form #172 or DWC Form-73.
  - 1. When a physician releases an officer to return to regular duty after normal business hours or during an extended City holiday period, the officer shall report to his regular duty assignment as scheduled, present a completed SAPD Form #172 or DWC Form-73 to a supervisor indicating he/she has been released to full duty. The officer shall be assigned to regular duties by any supervisor until such time the Office of the Chief can formally receive and process SAPD Form #172 or DWC Form-73.
    - a. The officer is responsible for immediately submitting SAPD Form #172 or DWC Form-73 to the Office of the Chief.
- B. The Office of the Chief shall process the form and have the officer returned to his regularly assigned duties without loss of relief days or seniority.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 905 – Off-Duty and Outside Employment*

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	March 29, 2017 April 10, 2015
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC, SSB	Number of Pages:	13
Forms Referenced in Procedure:	SAPD Form #14-A SAPD Form #93	Related Procedures:	200, 303, 505, 601, 606, 708

### **.01 INTRODUCTION**

- A. This procedure outlines the Off-Duty Employment in City Facilities Program and is guidelines for officers who choose to work off-duty in city facilities.
- B. This procedure also governs outside employment by officers and ensures the employment complies with departmental procedures, policies, rules and regulations.
- C. Outside employment for non-sworn members is governed by Municipal Civil Service Rules of the City of San Antonio, Rule XXIV, Section 2, *Outside Compensation and Outside Employment*, and City Administrative Directive 4.47, *Outside Employment*.

### **.02 POLICY**

- A. Officers must remain aware that engaging in off-duty employment in city facilities or outside employment are privileges granted by the Chief of Police. The Department maintains a vested interest in the personal business activities of each officer since an officer's actions, judgment, performance and attitude, regardless of the officer's duty status; reflect not only on the officer, but also on the Department and the City.
- B. Officers are considered career employees and are prohibited from accepting or engaging in outside employment which may conflict or interfere with their responsibilities to the Department or which may be considered detrimental to the professional law enforcement goal of the Department.
- C. Officers are subject to be mobilized or recalled to duty at any time for emergencies or unusual occurrences; therefore, off-duty employment in city facilities or outside employment may not infringe on this obligation to be available to report to duty.
- D. While engaging in off-duty employment in city facilities or outside employment, officers are subject to all applicable procedures, policies, rules, and regulations of the Department and the City.
- E. The Chief of Police is the final approving authority and, with just cause, may deny, suspend, revoke, or restrict an officer's off-duty employment in city facilities or outside employment privileges.
- F. Officers shall have available to them all of the necessary supplies and equipment to handle any situation that may arise while performing their off-duty or outside employment. This equipment should include, but is not limited to:
  - 1. A regulation or authorized uniform in accordance with Section .05.G, authorized weapon(s), radio, and handcuffs.
  - 2. A means of communicating with the dispatcher, such as a department-issued radio or cell phone.
    - a. Officers are highly encouraged to check-in/out via radio with the dispatcher appropriate to their physical location.
    - b. This will ensure proper identification by dispatchers should there be a need for additional police response.



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## *Procedure 905 – Off-Duty and Outside Employment*

3. Documents necessary to handle arrests, such as use of force forms, property receipts, and misdemeanor citations.
4. For those cases where an arrest is made while off-duty, the officer(s) shall immediately submit the report(s) to their supervisor.

### **.03 TERMINOLOGY** (*For specific use within this procedure, see Glossary*)

City Facilities  
Outside Employer  
Referral Job

Off-Duty Employment Coordinator  
Outside Employment

Off-Duty Employment in City Facilities  
Private policies or house rules

### **.04 OFF-DUTY EMPLOYMENT IN CITY FACILITIES**

- A. The Off-Duty Employment in City Facilities Program is administered by the Off-Duty Employment Detail and is designed to provide off-duty work for officers in the designated city facilities on a rotating basis.

B. Eligibility:

1. All officers are eligible to participate in the Off-Duty Employment program, except:
  - a. Probationary officers who have not completed the riding phase of their probationary period;
  - b. Officers who are on suspension, sick leave, injured leave, or limited-duty assignments;
  - c. Officers who are on administrative leave or assigned to administrative duty in accordance with GM Proc. 908, *Mandatory Reassignment*; and
  - d. Officers who have separated and are on active military duty.
2. Officers who are currently on suspension, sick leave, injured leave, limited-duty assignment or have separated and are active military, if offered an assignment, must advise the Off-Duty Employment Coordinator that they are not currently eligible for employment.

C. Sign-Up:

1. Officers wishing to work off-duty in city facilities must submit SAPD Form #93, *Request to Work Off-Duty Employment in City Facilities*, to the Off-Duty Employment Detail.
2. It is the officer's responsibility to keep current information on file with the Off-Duty Employment Detail through the use of SAPD Form #93 (i.e., phone numbers, duty assignment, relief days, etc.).

D. Personnel:

1. The personnel assigned to work off-duty in city facilities are drawn from a data base of officers who have submitted SAPD Form #93.
2. The number of officers assigned to any event at a designated city facility is an exclusive prerogative of the Chief of Police.





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## *Procedure 905 – Off-Duty and Outside Employment*

- Supervisors are assigned to events “as needed” taking into consideration span of control and the physical design of the city facility.

### E. Notification:

- An event coordinator or an officer of the Off-Duty Employment Detail will make personal contact and ensure confirmation with the officer who is being assigned to an event.
- Officers, who accept an assignment and later must cancel, must personally notify the Off-Duty Employment Detail, no later than 5 days prior to the assignment, unless there is an emergency circumstance.

### F. Restrictions on Off-Duty Employment in City Facilities:

- Officers are not permitted to park vehicles at the designated city facilities unless parking has been opened to the general public. Officers do not get to park for free at City Facilities unless free parking is available to the general public.
- Officers are to remain on post or assignment until properly relieved and/or until the Officer is authorized by the Off-Duty Employment Detail Coordinator to leave their assigned post.
- Officers are not permitted to purchase any item that may be for sale during any event while on assignment.
- Officers are not permitted to accept any form of gratuity while working or as a result of working at city facilities. This includes items that may be given free to the public.
- Officers are not permitted to bring any person to an event where the officer is assigned in order to gain free admission for that person.
- Officers will refrain from utilizing cell phones, laptops, and other electronic devices except for emergency circumstances and/or in accordance with the assignment or event they are assigned.

### G. Off-Duty Employment Detail Coordinators:

- Off-Duty Employment Detail Coordinators schedule officers, ensure officers are aware of the time to report for duty, arrange for replacement officers when necessary, give necessary instructions to officers and monitor the events.
- The Off-Duty Employment Detail Coordinators act as liaisons between officers working off-duty, the clients occupying the city facilities and the City's Event Coordinators (not to be confused with Off-Duty Employment Detail Coordinator). City Event Coordinators are employees of the City and work for the director of the city facility. The City Event Coordinator acts as a liaison between the City and the client and is the final authority on building policy.
- The Off-Duty Employment Detail Coordinators spot check scheduled events to ensure that assigned personnel are within established standards of appearance, the directives of this procedure are complied with and the event is properly supervised.

### H. Supervisory Responsibilities:

- Supervisors working off-duty in city facilities in a supervisory capacity:
  - Shall take and document corrective action(s), should they find an officer in violation of this procedure;



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## *Procedure 905 – Off-Duty and Outside Employment*

- b. Shall submit a report to the Off-Duty Employment Detail should they encounter any personnel issues or if officers under their supervision are absent or tardy for their assignment;
- c. Shall submit written reports in accordance with GM Proc. 303, *Disciplinary Procedures*, with copies to the Off-Duty Employment Detail when an incident occurs which may require disciplinary action.

### I. Compensation:

1. Officers working off-duty employment in city facilities receive compensation in accordance with the Collective Bargaining Agreement.
2. Compensation for work performed through the Off-Duty Employment Detail will appear on the regular payroll check.

### J. Attendance Requirements:

1. Officers committing to an assignment and failing to report for duty are carried as “unauthorized absence from duty.”
2. Officers receiving assignments are responsible for reporting on time in a complete regulation uniform that adheres to the uniform dress code. Utility uniforms are not permitted. Bicycle uniforms are authorized for bike assignments only. Shorts are authorized for outside posts only. Traffic assignments require a traffic vest and if needed, a flashlight with an orange cone.
3. Officers will not arrange for other officers to substitute for them.
4. Officers will remain on post until relieved by the proper authority and/or until the Officer is authorized by the Off-Duty Employment Detail Coordinator to leave their assigned post.
5. Officers not on post by the scheduled starting time are considered tardy.
6. Officers who expect to be tardy will immediately notify the Off-Duty Employment Detail Coordinator or a supervisor assigned to the event. The officer shall be given up to thirty (30) minutes past the scheduled starting time of the assignment to arrive for duty.
7. The Off-Duty Employment Detail Coordinator, or a supervisor assigned to an event, may replace an officer:
  - a. After fifteen (15) minutes if the officer has not made notification to the Off-Duty Employment Coordinator or the supervisor assigned to the event; or
  - b. After thirty (30) minutes if the officer has made notification.
8. Should the tardy officer report for duty after being replaced and an opening still exists, the officer may be permitted to work the event. If permitted to work, the tardy officer’s time starts when the officer reported for duty. The tardy officer will not be permitted to work once the post has been filled and there are no other positions available.

### K. Suspensions From Off-Duty Employment Program:

1. The following violations of Off-Duty Employment Detail procedures or policies are grounds for suspension from the Off-Duty Employment in City Facilities Program:
  - a. Failure to report for an assignment;



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## *Procedure 905 – Off-Duty and Outside Employment*

- b. Tardiness - Second offense in a one (1) year period;
  - c. Recurring complaints for failure to remain on a post or for rudeness;
  - d. Failure to obey instruction or leaving a post without being properly relieved;
  - e. Continuous cancellations of assignments; and
  - f. Violation of any other procedure, policy, rule, or regulation while on assignment through the Off-Duty Employment Detail.
2. The Off-Duty Employment Detail shall determine the length of any suspension.
  3. No suspension shall be imposed upon an officer prior to affording the officer an opportunity to refute an allegation that caused the officer's suspension.
  4. Officers suspended from the Off-Duty Employment Program may appeal their suspension to the Chief of Staff. The decision of the Chief of Staff is either approved or disapproved by the Chief of Police and is final.

### **.05 OUTSIDE EMPLOYMENT**

#### **A. Discussion**

1. Officers of the Department are perhaps the most conspicuous representatives of our City government. As a result their conduct is likely to be scrutinized more severely than others. Therefore, when working outside employment, officers shall avoid engaging in conduct which is, or may appear to be, censurable or that may bring reproach or discredit upon the officer or the Department.
2. It is vital that the public never doubt when dealing with an officer, that the officer is performing a service and is not misusing or appearing to misuse their position for private purposes.
3. Officers, while engaged in outside employment, shall conduct themselves as though they were on-duty and are subject to all departmental policies, procedures, rules and regulations. Officers should avoid the appearance of wrong doing or potential conflict of interest.

#### **B. Referrals From Off-Duty Employment Detail**

1. Occasionally organizations, businesses and individuals contact the Off-Duty Employment Detail with a request to employ an off-duty officer to perform a police related function at a location within Bexar County other than the designated city facilities. The Off-Duty Employment Detail facilitates these requests by referring the jobs to officers as a service to assist citizens who may have security needs and to provide officers with outside employment. These hours are not added to the rotation system.
2. The Off-Duty Employment Detail's participation ends when the citizen's information is given to an officer who accepts the job. That officer is responsible for contacting the citizen requesting the service. An Employment Permit is required to work all referrals.

#### **C. Eligibility**

1. All officers are eligible to participate in outside employment, except:
  - a. Officers who have not completed their one (1) year probationary period;



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- b. Officers who are on suspension, sick leave, injury leave or limited-duty assignment;
  - c. Officers who are on administrative leave or assigned to administrative duty in accordance with GM Proc. 908, *Mandatory Reassignment*, will not be authorized to engage in off-duty or outside employment which requires the wearing of a police uniform or an extension of police service.
  - d. Officers who have separated and are on active military duty.
2. Officers having been on suspension, sick leave, injured leave or limited-duty assignment must complete one (1) regular tour of duty before being eligible to participate in outside employment.

### D. Employment Permit

1. Officers who wish to engage in outside employment must first submit an *Employment Permit* in the SAPD Off-Duty Work Permit System. The SAPD Off-Duty Work Permit System may be accessed in SAPDWeb, then choose Databases/Systems, then SAPD. The system may also be accessed through [www.sanantonio.gov](http://www.sanantonio.gov), then Telecommuting (at the bottom of the page), then SAPD Off-Duty Work Permits. Forward all permits through the chain-of-command to the Chief of Staff.
  - a. Each Unit/Division Commander shall determine if the outside employment is permissible prior to approving the permit. Limitations or restrictions to the employment may be imposed by making a notation(s) at the bottom of the permit.
  - b. Permits that have been denied will have notes detailing the reason for the denial at the bottom of the permit. Officers will be notified of the denial via city e-mail.
2. An officer hired to coordinate the activities and duties of other officers for crowd control at events must state on the employment permit that the officer is coordinating the event. The officer may be required to submit a staffing plan for the event to the Off-Duty Employment Detail for approval.
3. Employment permits are kept on file in the SAPD Off-Duty Work Permit System for five (5) years and are accessible by any Supervisory Officer through the search commands in the system. Since an electronic record (to include a time and date stamps) is initiated with the first submission, Officers are no longer required to carry copies of approved permits on their person.
4. When an officer accepts outside employment without adequate time to have an employment permit processed through the chain-of-command, the officer may temporarily work the outside employment provided a Supervisory Officer holding the rank of Lieutenant or above or the Off-Duty Employment Detail Supervisor approves the outside employment in the SAPD Off-Duty Work Permit System. This subsection does not apply to officers requesting to work a bar or club.
  - a. In case the SAPD Off-Duty Work Permit System is not functioning and an Officer needs to work a job right away, Officers may obtain e-mail approval from any Supervisory Officer holding the rank of Lieutenant or above. The Officer must submit all pertinent information about the job to include location, name and type of business, employer information and name of person in charge, extension of police service in uniform or plain clothes, whether alcohol is being served, and type of work to be performed.
  - b. The submitting Officer must receive an approval e-mail from the Unit Commander before work can be performed.
  - c. It is the Officers responsibility to submit the work permit in the SAPD Off-Duty Work Permit System as soon as possible once the system is back on-line; the e-mail approval is only temporary and not a



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substitute for formally submitting a permit in the SAPD Off-Duty Work Permit System. For problems with the SAPD Off-Duty Work Permit System, call (210) 207-8888.

5. When an SAPD Off-Duty employment permit is not approved, the officer may appeal by filing a typewritten statement detailing the reason for appeal through the chain-of-command to the Chief of Staff within seven (7) calendar days from the date of denial.
6. All SAPD Off-Duty employment permits expire on December 31st of each calendar year. Officers must submit new employment permits each year prior to engaging in outside employment. The SAPD Work Permit System will allow Officers to renew permits without having to totally re-enter all of the information. The SAPD Work Permit System will allow Officers to re-new permits already entered into the system on December 1<sup>st</sup> of each year. (Example: The SAPD Work Permit system is new and no permits have yet been entered; therefore, Officers cannot renew permits for 2015 until December 1<sup>st</sup> of 2014)
7. Officers must submit new SAPD Off-Duty employment permits when any of the following occur:
  - a. A change in the officer's outside employment, including, but not limited to, a change in the employer, location, job category, duties, pay, dates, or hours;
  - b. A change in the officer's departmental status, including, but not limited to, a change in position, assignment, division, section, unit, or duty hours; or
  - c. A change which makes the information on the previously approved permit incorrect, misleading or obsolete.
8. All SAPD Off-Duty employment permits marked "Extension of Police Service" are valid within Bexar County only with the exception of the limitation imposed by Section .05.G.1.e.(5) of this procedure in reference to bars/clubs, in most cases. No officer is permitted to engage in employment outside Bexar County with the exception of "Non-Extension of Police Service." Exceptions will be handled on a case-by-case basis through the Office of the Chief of Police.

### E. Acceptable Forms of Outside Employment - Extension of Police Service

1. Crowd control at public events. Depending on the type of event, age group, and number of persons attending the event, a supervisory officer(s) may be required to supervise the activities of other officers.
2. Rendering security for any outside employer; provided,
  - a. An officer takes action only if a violation of the law has been or is about to be committed and the action is consistent with departmental policy;
  - b. The officer does not enforce private policies also known as "house rules." Private policies or "house rules" refer to internal rules and policies that govern consumers and patrons of the business or event as they concern the management and activities of consumers and patrons while at said businesses or event; and
  - c. Officers shall wear a regulation uniform for all outside employment. Officers may be permitted to work in plain or soft/tactical clothes in limited circumstances provided sufficient written justification is provided in the drop-down text box explaining the plain or soft/tactical clothes duties. Exceptions will be handled on a case-by-case basis through the Office of the Chief of Police.
3. Traffic control; provided,



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- a. The officer's actions should enhance motorist's safety and not overly restrict the normal traffic flow;
  - b. The officer wears an issued safety vest or regulation reflective rainwear;
  - c. The officer uses traffic cones and/or flares to properly direct vehicle and pedestrian traffic; and
  - d. The officer, at night, uses a traffic wand or flashlight with wand attachment of sufficient brightness, so as to be highly visible.
4. Motorized Escorts; provided,
- a. The officer possesses a valid Texas driver's license permitting the officer to drive a motorcycle if the escort is performed on a motorcycle;
  - b. The motorcycle/vehicle is properly registered, insured, inspected and in proper condition to allow the officer to perform the escort safely;
  - c. The officer obeys all state traffic laws and all city traffic ordinances;
  - d. The officer's actions should enhance motorist's safety and not overly restrict the normal traffic flow; and
  - e. The escort is confined to the limitations authorized in the SAPD Off-Duty employment permit. Exceptions will be handled on a case-by-case basis through the Office of the Chief of Police.
5. Preventing criminal offenses from occurring at any public or private place; provided,
- a. The employment does not require the officer to perform any function which would not be expected of an on-duty officer.
6. Supplying personal protection for citizens; provided,
- a. The officer's activity is in the best interest of the Department;
  - b. The citizen to whom the service is provided is not suspected of, connected with or involved in any activity that may bring discredit upon the officer or the Department;
  - c. The officer's police powers or official position is not used to advance private interests nor does the officer's involvement suggest departmental endorsement of any activity; and
  - d. An officer takes action only if a violation of the law has been, or is about to be committed, and the action is consistent with departmental policy. Exceptions will be handled on a case-by-case basis through the Office of the Chief of Police.
7. The examples listed in this subsection are not the only acceptable forms of outside employment - extension of police services, but serve only as a guide for officers.
- F. Acceptable Forms of Outside Employment – Non-extension of Police Services
1. Generally, officers are allowed to own, operate, or work in any place of business if the involvement, employment, activity, or enterprise is not in conflict, incompatible, or inconsistent with the policies of the Department or the official police duties of the officer.





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2. An officer, when engaged in outside employment, which is not an extension of police service, does not wear a regulation uniform, use police credentials, or represent himself as an officer of the Department. Exceptions will be handled on a case-by-case basis through the Office of the Chief of Police.

### G. Prohibited Forms of Outside Employment

1. Employment at any location subject to regulation by the Texas Alcoholic Beverage Commission where alcoholic beverages are consumed on the premises is prohibited. However, with the approval of the Chief of Police, the following (a through e) are exceptions to this prohibition:
  - a. Work in any capacity which does not directly or indirectly involve the handling, selling or serving of alcoholic beverages in restaurants, hotels, motels or facilities which are specifically designed for the presentation of participant or spectator sports, concerts, theatrical productions, or similar activities where the sale of alcoholic beverages are incidental to such activities. The Office of the Chief shall be the final authority in determining if the sale of alcoholic beverages is incidental and whether or not it is a substantial part of a business.
  - b. Work in any capacity which does not directly or indirectly involve the handling, selling, or serving of alcoholic beverages in publicly owned facilities.
  - c. Work in any capacity which does not directly or indirectly involve the handling, selling, or serving of alcoholic beverages for which the officer donates their time and services to a bona fide charitable organization.
  - d. Work in any capacity which does not directly or indirectly involve the handling, selling, or serving of alcoholic beverages at an event where, because of its size, location, or other considerations. The Chief of Police determines that the work promotes the Department's interest in public safety, enhances the collective welfare for public order, and the officer's duties are substantially the same as those which would be performed if the officer was assigned on-duty.
  - e. Work in any capacity which does not directly or indirectly involve the handling, selling, or serving of alcoholic beverages at a **privately-owned establishment**, the primary business of which is the sale of alcoholic beverages. Restaurants whose kitchens close prior to their bars are considered such an establishment during the period when only their bars are open.

The following requirements must be adhered to when officers apply for an employment permit involving a privately owned establishment. Examples of privately owned establishments include, but are not limited to bars and clubs.

- (1) Employment is limited to security functions outside the establishment (example, in parking lots and at entrances). Officers are authorized to provide a legitimate police function only and are not authorized to work the door of any establishment for the purpose of checking identification or enforcing house rules of any kind. Officer(s) will not enter the establishment, except for emergency purposes.
- (2) Officer(s) will take action only if a violation of the law has been or is about to be committed and the action is consistent with departmental policy.
- (3) Officer(s) must provide written proof that the employer is insuring the officer against liability for their actions in furtherance of their employment at the establishment. Officers must submit proof of insurance to the Office of the Chief in conjunction with their employment permit along with contact information for the insurer. Officers must resubmit current proof of insurance prior to the expiration of the policy. Officers are not permitted to work the establishment until the Office of the Chief has verified that the officer is insured and the permit has been approved by the Chief of Staff in the SAPD





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Off-Duty Work Permit System. Section .05.D4 of this procedure does not apply to this section involving privately owned establishments. “Proof of insurance” for this purpose means a Certificate of Insurance evidencing Commercial General Liability coverage, extending to actions of Independent Contractors, with a minimum limit of \$1,000,000 per occurrence and \$2,000,000 aggregate and a copy of an endorsement to the policy listing “The City of San Antonio” as an additional insured.

- (4) An officer may not work at the establishment unless at least one other authorized officer is also working at the establishment.
  - (5) Officers electing to work a privately owned establishment (bar/club) are limited to working within the corporate limits of the City of San Antonio. No officer will be permitted to work a bar/club outside the City limits.
2. Employment by credit agencies for the purpose of investigating or collecting accounts or by a repossession agency, including repossession of automobiles and collection of bad debts;
  3. Employment which requires, as a criterion for employment, the officer to have access to police information files or records, facilities, equipment, or information systems and requires furnishing any of this information as a condition of employment, without specific authorization from the Chief of Police;
  4. Employment with or by a bondsman or bonding company;
  5. Employment which assists, in any manner, the case preparation for the defense in any criminal action or proceeding;
  6. Employment with or by any agency or in any business enterprise which investigates the domestic affairs of citizens for purposes of a civil nature or which may be controversial in nature;
  7. Employment with or by any enterprise, the subject of which is illegal or under investigation by any law enforcement agency;
  8. Employment in any job category, the subject of which the Chief of Police or the officer’s Division Commander determines, constitutes a conflict of interest;
  9. Employment in any job category under conditions where an officer confers a special advantage to a private interest at the expense of a public interest;
  10. Employment which may expose an officer of the Department to a substantial and unnecessary risk of injury as determined by the Chief of Police;
  11. Employment in any category of job or job location which requires an officer to wear a regulation uniform or represent themselves as an officer of the Department outside of Bexar County. Exceptions will be handled on a case-by-case basis through the Office of the Chief of Police;
  12. Employment that appears to physically or mentally exhaust the officer to the point that on-duty performance appears to be impaired;
  13. Employment that would require any special consideration is given to the scheduling of the officer’s regular duty hours;
  14. Employment in any other category of job or job location which may bring the Department or the officer into disrepute or for any event of a potentially compromising nature that could bring discredit upon the officer or Department, or impair the operation or efficiency of the Department; and



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15. Employment of any kind at an establishment that may be construed as sexually oriented/human display in nature or one that may bring reproach upon or impair the reputation of the Department or officer, as determined by the Chief of Police.

### H. Restrictions on Outside Employment

1. The following restrictions limit the number of hours an officer may work outside employment, but does not apply to City overtime; exceptions will be handled on a case-by-case basis through the Office of the Chief of Police:
  - a. In any seven (7) day period in which the officer performs forty (40) hours of regular duty, outside employment does not exceed twenty-four (24) hours;
  - b. In any seven (7) day period in which the officer does not perform any tour of regular duty, outside employment does not exceed sixty-four (64) hours;
  - c. In any twenty-four (24) hour period in which the officer works a regular tour of duty, outside employment does not exceed eight (8) hours; and
  - d. In any twenty-four (24) hour period in which the officer does not work a regular tour of duty, outside employment does not exceed fifteen (15) hours.
2. An officer engaged in outside employment, in uniform, does not perform any function which is not police related and not expected or required of an on-duty officer.
3. An officer engaged in outside employment does not perform any act which may bring the Department or officer into disrepute or impair the operation of the Department.
4. An officer engaged in outside employment with a company or organization that appears likely to be involved in a labor dispute such as a strike, picket or lockout, does not perform any act which infringes upon or interferes with the Department's role of neutrality. The officer notifies the Office of the Chief in writing, through the chain of command, of any labor dispute.
5. An officer who enters into contract with an attorney or any person for the use of a department learned skill, such as expert testimony, does not use knowledge of police incident files or knowledge of a police incident gained from police employment in areas of civil litigation, nor suggest by their presence or otherwise that the officer, the Department or the City are party to or may appear to support one litigant over another in any civil proceedings.

### I. Responsibilities

1. Supervisory Officers
  - a. Supervisors are responsible for reporting incidents of an officer's impaired performance when the supervisor believes there is a correlation between the impairment and outside employment.
  - b. A supervisory officer engaged in outside employment maintains responsibility for the subordinate officers engaged in outside employment and on-duty subordinates under their immediate supervision until relieved by an on-duty supervisor.



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## *Procedure 905 – Off-Duty and Outside Employment*

### 2. Officers

- a. Officers engaged in outside employment wear a regulation uniform if expected to exercise police authority unless prior written approval to work in plain clothes is received through the Office of the Chief.
- b. An officer immediately reports in writing to the Chief of Police, through the chain-of-command any incident arising from or connected with, their outside employment which might adversely affect the Department or City.
- c. If an officer engaged in outside employment has a matter come to their attention that does not require a response from an on-duty officer or officers, the off-duty officer:
  - (1) Turns-in any reports and citations that they generate within 72 hours of the incident or when they return to their regular duty assignment, whichever occurs first. The report shall be prepared in the AFR system. Officers can either request the case number through information or create one using the CAD Mobile on site activity feature. Once complete the Officer will submit the report through the AFR process so that it may be reviewed by their supervisor.
  - (2) Issues a Misdemeanor Citation in compliance with GM Proc. 505, *Misdemeanor Citation Release*, unless the officer is working outside of the San Antonio city limits.
- d. If an officer engaged in outside employment has a matter come to their attention that requires a response from an on-duty officer or officers, the officer engaged in outside employment handles the situation according to departmental rules, regulations, policies and procedures until relieved by an on-duty officer.
- e. If an officer engaged in outside employment makes a custodial arrest for an offense higher than a Class C misdemeanor, or a Class C misdemeanor that cannot be handled with a Misdemeanor Citation, and the arrest is made within the San Antonio city limits, the officer:
  - (1) Contacts the Communications Unit and requests the appropriate on-duty response.
  - (2) Completes the appropriate report(s), and form(s), as required, and any other necessary documentation. The report(s) shall be prepared in the AFR system by utilizing the computer of the on-duty officer. The officer can either request the case number through the Information Channel or create one using the CAD Mobile On-Site activity feature. Once the report is complete, the officer will submit the report to their assigned queue for approval by a supervisor, which will automatically occur based on their sign on.
  - (3) Should the AFR system not be working at the time of the arrest, the on-duty officer will hand write an offense or supplement report using an x-ray number; a CFS number, and an offense case number. The CFS number and the offense case number will be created when the on-duty officer presses the On-Site activity feature on the CAD. The CFS and offense number need to be placed above the x-ray number on the report.
  - (4) In all reports, the officer describes the actions they took and completes the ID verification form along with the arrest booking sheet. He also describes in their report the elements of the crime and the actions they took. The officer will then email a copy of their report, and any other electronic documents, to the on-duty officer so that they have them for any processing at the City Detention Center or County Jail. It is recommended that the officer also email a copy of the report to themselves so that it can later be saved to this thumb drive or network folder.



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- (5) The officer engaged in outside employment turns over any evidence or property seized to the on-duty officer, who places the evidence or property into the Property Room pursuant to GM Proc. 606, *Impounding Property*.
- (6) The officer engaged in outside employment is responsible for notifying the appropriate follow-up unit pursuant to GM Proc. 708, *Follow-Up Units*.
- f. If an officer makes an arrest outside of the San Antonio city limits, but within Bexar County, the officer:
  - (1) Contacts the Bexar County Sheriff's Department or the municipal agency that has original jurisdiction, pursuant to Texas Code of Criminal Procedure section 14.03.
  - (2) Requests that the Bexar County Sheriff's Department or the municipal agency that has original jurisdiction take custody of the prisoner, pursuant to Texas Code of Criminal Procedure section 14.03.
  - (3) In situations dealing with the arrest and transportation of prisoners and/or the handling of physical evidence, the officer will complete all appropriate reports and forms. An On-Duty officer will be requested to transport any prisoner(s) and/or evidence, in accordance with GM Proc. 601, *Prisoners*.
  - (4) Cooperates with any procedures and answers any questions that the Bexar County Sheriff's Department or the municipal agency that has original jurisdiction may require in order to complete their investigation.
  - (5) Utilizing the AFR system, the officer will complete the appropriate report(s) and submit it when they return to their regular duty assignment, or within 24 hours (whichever occurs first), for review by their supervisor. Officers can either request the case number through the Information channel or create one using the CAD Mobile On-Site activity feature.
- g. If the Bexar County Sheriff's Department or the municipal agency that has original jurisdiction is unable or unwilling to transport the prisoner, the officer documents their attempt to obtain transportation from the Bexar County Sheriff's Department or the municipal agency that has original jurisdiction and he requests an on-duty San Antonio Police officer to transport the prisoner. The prisoner is then processed pursuant to Subsection .05.I.2.e. of this section.
- h. The officer engaged in outside employment submits any reports and citations generated within 72 hours of the incident (or within 24 hours if an arrest is made) or when they return to their regular duty assignment, whichever occurs first.
- i. Supervisors will review all off-duty reports submitted for Report Reconciliation Accountability and for prosecution by the appropriate court.
- j. If the officer engaged in outside employment believes that any compensation is necessary as a result of any action taken or losses suffered pursuant to their responsibilities under this procedure, they must only seek any compensation from their off-duty employer.
- k. If statute requires a license(s), certificate(s), and/or permit(s) in order to engage in an occupation, business, or profession, the officer is required to obtain and maintain the necessary license(s), certificate(s) or permit(s) prior to engaging in the occupation, business, or profession.



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## *Procedure 906 – Departmental Administrative, Field and Personnel Files*

Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	COSA Notice of Leave Form	Related Procedures:	None

### **.01 INTRODUCTION**

- A. The purpose of this procedure is to define and establish guidelines for the maintenance of, access to, and release of information from the various departmental files of sworn members.
- B. Personnel files of non-sworn members are maintained in accordance with any applicable City of San Antonio Administrative Directives.

### **.02 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Departmental Administrative Files

Departmental Field Files

Departmental Personnel Files

### **.03 MAINTENANCE OF DEPARTMENTAL ADMINISTRATIVE, FIELD AND PERSONNEL FILES**

#### **A. Maintenance of Departmental Administrative Files:**

1. Departmental driving record files are maintained by the Traffic Investigation Detail. These files contain all the reports and forms required or necessary for follow-up investigation when a sworn member is involved in a city vehicle crash.
2. Departmental Internal Affairs Unit files are maintained by Internal Affairs Unit personnel. These files contain confidential information relating to complaints filed against sworn members.
3. Departmental training files are maintained by the Training Academy staff. These files contain all documentation related to a sworn member's initial training and any additional training or schools attended.

#### **B. Maintenance of Departmental Field Files:**

1. Departmental field files shall contain documentation pertaining to an individual sworn member. These files may contain any information included in the sworn member's departmental personnel file.
2. When an officer transfers to another unit, the director of the previous unit is responsible for ensuring the officer's departmental field file is up to date and forwarded to the new unit within five (5) days of the transfer.

#### **C. Departmental Personnel Files are maintained by the Accounting and Personnel Office in accordance with Chapter 143 of the Local Government Code. Departmental personnel files contain, but are not limited to:**

1. Commendations, congratulations, or honors bestowed on the member for an action, duty, or activity which is related to the member's official duties;
2. Any record prepared by the Department pertaining to a sworn member's misconduct which resulted in disciplinary action;
3. Worker's compensation documentation;
4. Attendance or leave records (i.e., *COSA Notice of Leave Form*); and



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### *Procedure 906 – Departmental Administrative, Field and Personnel Files*

5. Any other items listed in applicable City of San Antonio Administrative Directives.

#### **.04 ACCESS TO DEPARTMENTAL ADMINISTRATIVE OR FIELD FILES**

Departmental administrative or field files are accessed only by sworn members of the Department in accordance with the standard operating procedure of the unit having the responsibility of maintaining the departmental administrative or field files.

#### **.05 ACCESS TO DEPARTMENTAL PERSONNEL FILES**

- A. The Chief of Police, Assistant Chiefs, Deputy Chiefs, the Executive Officer, Accounting and Personnel Office Manager, and the Internal Affairs Unit Director may access departmental personnel files at any time.
- B. All requests to access departmental personnel files are made through the Accounting and Personnel Office.
  1. Only members of the Accounting and Personnel Office may access the departmental personnel file room.
  2. The Accounting and Personnel Office maintains a log of all departmental personnel file inquiries.
- C. Current and former sworn members may access their departmental personnel files during normal business hours upon written request.
- D. A sworn member's supervisor may access the sworn member's departmental personnel file during normal business hours upon written request.
- E. Departmental personnel files are not removed from the Accounting and Personnel Office.

#### **.06 RELEASE OF INFORMATION FROM DEPARTMENTAL PERSONNEL, ADMINISTRATIVE OR FIELD FILES**

- A. No information is released from departmental administrative or field files except to authorize members of the Department.
- B. Any requests from outside the Department for release of information from departmental administrative or field files are referred to the Accounting and Personnel Office.
- C. Loan verification information may be released by the Accounting and Personnel Office from departmental personnel files only upon written request. Such written requests must include a release of liability form signed by the sworn member. Loan verification information to be released includes the following: name, sex, ethnicity, salary, title, and date of employment.



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## *Procedure 907 – Substitute Employment*



Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	December 20, 2010 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	1
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes guidelines which officers follow when working for one another on a substitute basis.

### **.02 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Substitute Employment

### **.03 PROCEDURE**

- A. Substitute employment is permissible; provided,
  - 1. Both officers involved are of the same rank;
  - 2. Both officers involved are engaged in the same type of activity or unit and on the same shift (i.e., Patrol, UEDI, Traffic, Narcotics, etc.); and
  - 3. Notification is given to the Unit/Shift Director of the unit involved at least twenty-four (24) hours in advance.
- B. Substitute employment is performed only when approved by the Unit/Shift Director of the unit involved.
- C. The responsibility of reporting for duty remains with the officer regularly scheduled, until such time as the substitute officer reports for duty.
- D. The officer regularly scheduled to work is given credit for a full shift on the pay sheet. The substitute officer is credited for any overtime he accrues and is held responsible for the cases handled and the reports assigned to him.
- E. A footnote on the pay sheet identifies the substitute officer.
- F. Substitute employment is a mutual agreement between two (2) officers.





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## *Procedure 908 – Mandatory Reassignment*

Office with Primary Responsibility:	COP	Effective Date:	July 24, 2015
		Prior Revision Date:	January 06, 2012
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC, SSB	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	311, 905

### **.01 INTRODUCTION**

This procedure establishes a process for the temporary leave or reassignment of an officer involved in an incident, on-duty or off-duty, in which a person is seriously injured or dies as a result of the officer's action. An officer may also be placed on administrative duty or administrative leave if he is arrested, charged with a criminal offense or is under criminal investigation based on an allegation.

### **.02 DISCUSSION**

The change in duty status of an officer arrested, charged with a criminal offense, or being investigated for a criminal offense does not reflect on the guilt or innocence.

### **.03 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Administrative Duty      Administrative Leave

### **.04 REASSIGNMENT PROCESS**

- A. When an officer is involved in an incident, on-duty or off-duty, in which a person is seriously injured or dies, to include any incident in which an officer suffers a gunshot wound, regardless of severity and/or is alleged to have engaged in conduct that demonstrates a significant behavioral infraction, the Chief of Police has the ultimate authority – and may delegate such authority to the Department Psychologist to make a determination as to whether the officer is placed on administrative leave or administrative duty. This determination is made immediately after the completion of the initial investigation of the incident.
  1. Should the determination be that the officer is placed on administrative leave; the officer's unit/shift prepares the appropriate leave forms and submits the forms to the Office of the Chief for the Chief's signature. The officer remains on administrative leave from the time of the incident until:
    - a. The officer is released from administrative duty by the Department Psychologist; or
    - b. The officer is returned to regular duty by the Chief of Police.
  2. Should the determination be that the officer is placed on administrative duty; the officer's Division Commander assigns the officer to administrative duties. In the absence of the officer's Division Commander, the officer's Unit/Shift Director or Section Commander assigns the officer to administrative duties and submits a report to the Division Commander and the Office of the Chief.
    - a. Administrative duty assignments are those positions commonly known as desk, yeoman, or service area assignments and will be determined by Division Commander.
    - b. Officers assigned to administrative duty, in accordance with this procedure, report for duty in civilian attire and are prohibited from wearing the San Antonio Police Department Uniform, and from operating or riding as a passenger in a marked police vehicle.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 908 – Mandatory Reassignment*

- c. Officers placed directly on administrative duty following an incident will meet with the Police Psychologist to assess their fitness for duty prior to their return to full duty status.
- d. The officer remains on administrative duty from the time of the incident until:
  - (1) The Grand Jury makes a decision on the case; or
  - (2) The Chief of Police determines it is no longer necessary for the officer to remain on the administrative duty assignment.
- 3. The role of the Police Psychologist;
  - a. The Police Psychologist should be notified as soon as possible for the need of their services and should meet with the officer prior to being released in order to make a determination on the officer's duty status.
  - b. If the incident requires that the officer is hospitalized, the officer will follow up with the Police Psychologist upon being discharged in order to make a determination on the officer's duty status.
  - c. Prior to being released from either administrative leave or administrative duty, the officer will be required to follow up with the Police Psychologist for a second contact, the first contact being described in a. and b. above, to briefly assess their psychological status.
- B. If an officer is arrested or charged with a criminal offense, the officer's duty status is determined by the Chief of Police.
- C. If an officer is convicted of a Class C misdemeanor crime of domestic violence, the officer shall be placed on administrative duty pending further investigation of the conviction.

### **.05 OFF-DUTY OR OUTSIDE EMPLOYMENT**

Officers, while on administrative leave or assigned to administrative duty in accordance with this procedure, will not be authorized to engage in off-duty or outside employment which requires the wearing of a police uniform or an extension of police service.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 909 – Travel*

Office with Primary Responsibility:	SSB	Effective Date: Prior Revision Date:	April 06, 2015 July 10, 2013
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC	Number of Pages:	4
Forms Referenced in Procedure:	COSA Notice of Leave COSA Travel Authorization	Related Procedures:	311, 902, 908

### **.01 INTRODUCTION**

- A. Opportunities for supplemental outside training, education, and professional affiliation sometimes allow for a higher degree of individual development than would be otherwise available from local sources.
- B. Members may request authorization for travel when such travel is in the interest of the San Antonio Police Department and the City of San Antonio.
- C. This procedure provides a process whereby travel needs are requested, evaluated, prioritized, and disbursed in as fair and equitable manner as possible.

### **.02 POLICY**

The policy of the Department pertaining to employee travel requires members to properly plan, prudently utilize, and thoroughly document expenditures allocated for the various functions necessitating travel due to limitations in the resources available for this purpose.

### **.03 TRAVEL NECESSARY TO APPEAR IN CONJUNCTION WITH A SUBPOENA ISSUED BY A JURISDICTION OUTSIDE OF BEXAR COUNTY**

- A. Members who are subpoenaed by a jurisdiction outside of Bexar County are responsible for contacting the jurisdiction and securing travel arrangements, as well as compensation for responding to such subpoenas.
- B. No City of San Antonio (COSA), *Travel Authorization* is required for members who are subpoenaed by agencies outside of Bexar County. Members refer to GM Procedure 311, *Court Appearances*, for the process to follow to properly respond to the subpoena.

### **.04 NO-COST TRAVEL**

- A. If there is no cost to COSA, there is no requirement for a *Travel Authorization* form. However, members must submit a request through their chain of command (up to and including their Bureau Commander) for prior approval.
  - 1. If the travel is for training or event provided by SAPD, the member shall be carried as “Special Assignment” on the Unit/Detail payroll time sheet for the days/hours of the event. The approval memo shall be kept in the member’s field file.
  - 2. If the travel is for training or event provided by an outside organization, the member shall include a *COSA Notice of Leave* form requesting Administrative Leave for the travel time along with their request, and if approved, the member will be carried as “Administrative Leave” on the Unit/Detail payroll time sheet for the days/hours of the event.

### **.05 REQUESTS FOR TRAVEL**

- A. Members requesting travel funds should discuss the justification with and obtain the concurrence of their immediate supervisor.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 909 – Travel*



- B. The travel request is completed and submitted to the approving supervisor with the following information:
1. Specific benefit, function, or purpose for the travel request;
  2. Course title or school name;
  3. Location(s) of activity;
  4. Dates and times (if necessary) of activity, including delays in the members return due to annual leave taken in conjunction with the travel;
  5. Itemized cost breakdown of projected expenses:
    - a. Transportation to destination (mode, carrier, mileage);
    - b. Lodging;
    - c. Meals (as per diem from Administrative Directive 8.31 *Travel Authorization and Expenses*);
    - d. Transportation at destination (rental car, bus, cab, van-limo);
    - e. Registration, tuition, or conference fees; and
    - f. Incidental or any other anticipated costs.
  6. Commentary on benefit or purpose of program; and
  7. Request for administrative leave (*COSA Notice of Leave form*).
- C. The member's supervisor, upon reception of the travel request, confers with his immediate commander to evaluate the benefit of the requested expenditure and determines the availability of general/grant budgeted funds through the Manager of the Fiscal Services Office.
1. Approvals are initialed in the appropriate space by both supervisors and forwarded through the Chain of Command to the office of the Section/Division/Bureau Commander.
  2. Denials are initialed by both supervisors and returned to the requesting member.
- D. The Bureau Chief reviews the travel request and:
1. If approved, initials, and forwards it to the Fiscal Services Office for a budget allocation review, and if training related, to the Training Academy Commander for a prioritization review if to be funded out of LEOSE funds.
  2. Should the request be denied, the Bureau Chief initials and returns the request down the chain of command to the requesting member.
- E. Fiscal Planning Manager consults with the Training Academy Commander, if applicable, and conducts an evaluation of the request (in relation to those previously budgeted and prioritized by the Office of the Chief at the beginning of the fiscal year).
- F. Final travel authorization and advances will be approved by the Chief of Police, or his designee in accordance with AD 8.31, *Travel*. The City Manager, or designee, may at any time restrict travel and/or direct additional approvals as necessary to be obtained prior to any travel being authorized.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 909 – Travel*



1. Approvals are signed and copies forwarded to the Fiscal Services Office, then down the requesting member's chain of command. The requesting member also receives a memo listing further instructions.
  2. Denials are signed and returned down the requesting member's chain of command.
- G. All approved travel requests must be submitted to the Fiscal Services Office at least fourteen (14) working days (M-F, 0745-1630 hrs) prior to the member's departure.

### **.06 CASH ADVANCES**

- A. Members whose travel request is received later than the fourteenth (14th) day prior to the member's departure are not eligible for a cash advance, unless authorized by the Chief of Police.
- B. If the advancement is \$100.00 or less, the traveler is not eligible for an advancement.

### **.07 AUTHORIZED USE OF CITY VEHICLES**

- A. Members requesting the use of a city vehicle for travel outside Bexar County must:
  1. Be authorized to operate a city vehicle by the Risk Management Division;
  2. Have requested and received approval for the use of the city vehicle on City of San Antonio (COSA), *Travel Authorization*.
  3. Obtain a city vehicle and motor fuel credit card from the Fiscal Services Office. If there is no city vehicle available, member may request to use POV and mileage reimbursement, which must be approved through the chain of command.
  4. Contact the Fleet Services Office (if applicable); at least twenty-four (24) hours prior to the member's departure to reserve a city vehicle.

### **.08 RESPONSIBILITY**

- A. Members receiving travel authorization/advancements must contact the Travel Coordinator in the Fiscal Services Office to finalize travel arrangements no later than three (3) working days prior to the date of their departure.
- B. Each member is expected to be conservative in their expenditures while traveling on city business.
- C. Attendance at any outside conference, school, or seminar is on a voluntary basis. Regardless of trip length, no overtime is to be paid for travel or excess attendance time.
- D. Members returning on the same day as the conclusion of any program. No expenses are authorized beyond that day. If the trip does not exceed twelve (12) hours, per diem will not be paid.
- E. Each member shall be responsible for obtaining original receipts for all expenses, excluding the member's meals, incurred as a result of authorized travel. Reimbursements are not authorized without original receipts.
- F. Each member shall submit all receipts and sign an expense report and submit to the Travel Coordinator in the Accounting and Personnel Office no later than three (3) working days after the member's return to duty.

### **.09 ELIGIBLE EXPENSES**



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 909 – Travel*

- A. The allowance for expenses includes all reasonable costs necessarily incurred while conducting city business. The expenses of a member's family are not eligible for payment by the City without prior approval by the City Manager.
- B. Allowable expenses are covered by Administrative Directive 8.31 *Travel Authorization and Expenses*, excerpts of which are:
  - 1. Eligible travel expenses include, but are not limited to:
    - a. Intercity transportation;
    - b. Local transportation;
    - c. Lodging;
    - d. Meals; and
    - e. Registration fees.
  - 2. Eligible (restricted) expenses include, but are not limited to:
    - a. Unusual expenses: Expenses such as entertainment for the promotion of the City interest may be eligible depending on the particular circumstance and with proper approval of the Chief of Police; and
    - b. Other incidental expenses: Expenses eligible for payment include tolls, parking charges, cab fares, business related telephone calls, and reasonable laundry and dry cleaning costs, where absence from the San Antonio area extends over a period of five (5) or more consecutive days.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 910 – Rehiring Former San Antonio Police Officers*



Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

The purpose of this procedure is to establish guidelines for the rehiring of former San Antonio police officers. This procedure applies to former San Antonio police officers who have completed the San Antonio Police Training Academy and probationary period.

### **.02 APPLICATION PROCEDURE**

- A. Former San Antonio police officers wishing to apply for the position of Police Officer shall complete all police applicant processing steps, including qualification on the police cadet written examination. Former San Antonio police officers are ranked on the eligibility list according to their score along with all other applicants taking the exam.
- B. Interested former San Antonio police officers are made aware of this procedure when they apply at the Human Resources Department. The applicant receives a copy of this procedure and a copy signed by the applicant is placed in the processing folder.
- C. Upon a candidate's acceptance, he may take the Probationary Police Officer's Examination without having to attend the Police Training Academy again.
  1. The Training Academy issues to the applicant the available source materials for the Probationary Police Officer's Examination.
  2. Within sixty (60) days of issuance of source materials, the candidate takes the Probationary Police Officer's Examination.
- D. Former San Antonio police officers who have not been involved in active law enforcement employment within the previous two (2) years are required to take the Basic Peace Officer's Examination as given by the Texas Commission on Law Enforcement Officer's Standards and Education (TCLEOSE).
  1. This examination must be successfully passed before a state license is issued.
  2. A returning officer must meet all TCLEOSE requirements for licensing before being rehired.
  3. The Training Academy issues the applicant the available source materials for the TCLEOSE examination.
- E. Successful candidates attend an orientation presented by the Training Academy staff upon appointment as a Probationary Police Officer and prior to any assignment. The orientation includes, but is not limited to:
  1. Tactics;
  2. Department Rules and Regulations, policies, and procedures;
  3. Firearms qualification; and
  4. Occupational performance driving course.





## **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**

### ***Procedure 910 – Rehiring Former San Antonio Police Officers***



F. Once in the field, successful candidates complete additional training which includes, but is not limited to:

1. Two (2) weeks training with a training officer; and
2. Specialized training by the Training Academy staff prior to completion of probation; or
3. The forty (40) hour in-service training course prior to completion of probation.

G. Unsuccessful candidates may either:

1. Attend the next Police Training Academy class; or
2. Wait six (6) months to reapply.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 911 – Honor Guard and Choir*

Office with Primary Responsibility:	COP	Effective Date:	July 10, 2013
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Number of Pages:	4
Forms Referenced in Procedure:	None	Related Procedures:	310

### **.01 INTRODUCTION**

This procedure provides information on the various functions of the Honor Guard and Choir for members or groups requesting their services, and for members who wish to become part of these voluntary organizations.

### **.02 POLICY**

The San Antonio Police Department Honor Guard honors those San Antonio Police Officers, active and retired, who pass away or are killed in the line of duty, as well as officers from outside agencies that are killed in the line of duty.

The San Antonio Police Department Choir, officially named “The Blue Line,” honors the past, present, and future service rendered by all members of the San Antonio Police Department. They serve as good will ambassadors for the Department and the City of San Antonio through songs of inspiration and patriotism.

Both groups also honor active duty officers receiving awards or promotions, and officers retiring from service with the Department. Acting under the authority of the Office of the Chief, the Honor Guard and Choir stand ready to perform at the request of the Chief of Police.

### **.03 PARTICIPATION IN CEREMONIES**

A. The Honor Guard and/or Choir, upon request or at the direction of the Office of the Chief, participate in the following types of ceremonies:

1. Funerals;
2. Police Cadet Graduations;
3. Departmental Awards Ceremonies;
4. Departmental Promotions;
5. Departmental Retirements; and
6. Other ceremonies as directed by the Chief of Police.

### **.04 SERVICES PROVIDED AT CEREMONIES**

A. At the funeral for a San Antonio Police Officer killed in the line of duty:

1. Color Guard;
2. Colors;
3. Taps;
4. Honor Watch;



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 911 – Honor Guard and Choir*



5. Flag Folding and Presentation;
  6. Twenty-one (21) Gun Salute;
  7. Final Salute;
  8. Pallbearers; and
  9. Assistance to the family.
- B. At the funeral for an active duty San Antonio Police Officer (death not service connected):
1. Honor Watch;
  2. Flag Folding and Presentation;
  3. Pallbearers; and
  4. Assistance to the family.
- C. At the funeral for a retired San Antonio Police Officer:
1. Honor Watch;
  2. Flag Folding and Presentation; and
  3. Pallbearers.
- D. At the funeral for an officer from an outside law enforcement agency killed in the line of duty:
1. Members of the Honor Guard attend and represent the San Antonio Police Department, within the State of Texas.
- E. At police cadet graduations, awards ceremonies, promotions, retirements, and other special events:
1. Posting of the Colors;
  2. Choir performance; and
  3. Other services as directed by the Office of the Chief.

#### **.05 REQUESTS FOR SERVICES**

- A. Requests for the services of the Honor Guard and/or Choir may be made in writing through the following:
1. The Office of the Chief;
  2. The Honor Guard Supervisor; or
  3. The Choir Supervisor
- B. Requests made through the Honor Guard or Choir supervisor are forwarded to the Office of the Chief for approval.



## **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**

### ***Procedure 911 – Honor Guard and Choir***



#### **.06 MEMBERSHIP IN THE HONOR GUARD**

- A. The Honor Guard is a voluntary organization and membership is open to any sworn member.
- B. Membership in the Honor Guard is in addition to an officer's regularly assigned duties.
- C. All members must be willing to participate in funerals for officers killed in the line of duty when the funerals take place in the local area.
- D. The Honor Guard is composed of one (1) supervisor and members from all ranks.
- E. The Honor Guard supervisor is appointed by and serves at the pleasure of the Chief of Police.
- F. The other sworn members of the Honor Guard are appointed by the Honor Guard supervisor.
- G. Membership in the Honor Guard, being voluntary, can be relinquished at any time by the member or terminated by the Honor Guard supervisor.
- H. Officers requesting membership in the Honor Guard should submit a written request to the Honor Guard supervisor.

#### **.07 MEMBERSHIP IN THE CHOIR (THE BLUE LINE)**

- A. The Blue Line is a voluntary organization and membership is open to any sworn member.
- B. Membership in The Blue Line is in addition to an officer's regularly assigned duties.
- C. All members must be willing to attend regular practice meetings and also participate in events taking place in the local area.
- D. The Blue Line is composed of one (1) supervisor and members from all ranks.
- E. The Blue Line supervisor is appointed by and serves at the pleasure of the Chief of Police.
- F. The other members of The Blue Line are appointed by the Choir supervisor.
- G. Membership in The Blue Line, being voluntary, can be relinquished at any time by the member or terminated by the Choir supervisor.
- H. Officers requesting membership in The Blue Line should submit a written request to the Choir supervisor.

#### **.08 ASSIGNMENTS AND PERFORMANCE OF OFFICIAL DUTIES**

- A. Funeral Assignments:
  - 1. Honor Guard members participating in funeral ceremonies, while on-duty, are placed on special assignment;
  - 2. Members' relief days may be adjusted to attend assignments;
  - 3. In cases of lengthy assignments, relief days may be flexed to allow for proper staffing; and
  - 4. Members participating in funeral ceremonies held out of town are placed on Administrative Leave:
    - a. Members relief days may be adjusted to attend out of town funerals on-duty; and



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 911 – Honor Guard and Choir*



- b. Per-diem pay may be granted.

#### B. Other Special Events

- 1. Honor Guard and Choir members are compensated for participating in ceremonies when off-duty.
- 2. Members are compensated in accordance with the current Collective Bargaining Agreement (CBA).

### **.09 UNIFORMS, ACCESSORIES, AND EQUIPMENT**

- A. Members of the Honor Guard and Choir wear distinctive uniforms and accessories while performing official duties.
- B. Uniforms and accessories worn by Honor Guard and Choir members are listed in the GM Procedure 310, *Uniforms and Dress Codes Appendix*.
- C. Equipment necessary to perform Honor Guard and Choir services, including transportation, is provided by the Department.
- D. Any personal items not provided by the Department are the responsibility of the member.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 912 – Awards and Ceremonies Program*

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	September 1, 2017 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, IDC, ISD, FCD, SAP	Number of Pages:	5
Forms Referenced in Procedure:	SAPD Form 5-RA; SAPD Form 65	Related Procedures:	310,

### **.01 INTRODUCTION**

- A. This procedure establishes a process whereby members of the Department are recognized for exceptionally heroic and valorous acts, and for exemplary, meritorious, and exceptional service contributions that bring credit to the officer and the Department.
- B. This procedure also establishes a process whereby private citizens, community groups, and businesses are recognized for their unselfish contributions to the Department.

### **.02 POLICY**

- A. It is the policy of the Department to recognize and honor both sworn and non-sworn members who perform extraordinary acts of courage and heroism, or who distinguish themselves by providing outstanding service to the Department or the community.
- B. Private Citizens, community groups, and businesses can also be recognized under this procedure for their unselfish actions that help save the life of another person, for their exemplary actions at a particular incident in response to law enforcement activity, or for their unselfish contributions to the Department.

### **.03 AWARDS OF HONOR**

- A. *Medal of Valor Award* - This is the highest award presented by the San Antonio Police Department. This award is bestowed upon San Antonio police officers who distinguish themselves by displaying great courage, above and beyond the call of duty, in the face of immediate life-threatening peril and with full knowledge of the risks involved.
- B. *Meritorious Conduct Award* – This award is bestowed upon San Antonio police officers for heroic deeds and exceptional conduct involving great risk to their safety while performing their duties.
- C. *Lifesaving Award* - This award is bestowed upon San Antonio police officers who are directly responsible for saving a human life.
- D. *Purple Heart Award* - This award is bestowed upon San Antonio police officers who are killed or suffer serious bodily injury while encountering a hostile situation in the line of duty.

### **.04 AWARDS FOR SERVICE**

- A. *Distinguished Service Award* - This award is presented to members who distinguish themselves for exemplary service to the Department.
- B. *Officer of the Year Award* - This award is presented to San Antonio police officers from each of three (3) ranks: Police Officer, Detective-Investigator, and Sergeant, who have provided the most outstanding service to the Department during the year.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 912 – Awards and Ceremonies Program*

- C. *Certificate of Merit Award* - This award is presented to members who, by their exemplary actions, distinguish themselves at a particular incident. Examples of exemplary actions include judgment, initiative, courage, teamwork, investigative skills, and immediate recognition and response to law enforcement activity.
- D. *Community Service Award* - This award is presented to members who distinguish themselves and the Department for volunteer work to the community.
- E. *Customer Service Award* - This award is presented to members of the Department who exhibit exceptional customer service in the performance of their duties.
- F. *Good Conduct Award* – This award is presented to members of the Department who perform all duties and responsibilities in an effective manner for a period of five (5) years without any administrative disciplinary action which results in the member's reduction in rank; disciplinary action during a probationary period; suspension; written reprimand, written counseling, or demerit.

### **.05 AWARDS FOR ACHIEVEMENT**

- A. *Safe Driving Award* – San Antonio police officers are eligible for this award upon completing five (5) consecutive years without a chargeable city vehicle crash and each subsequent five (5) years in which a member has not had a chargeable city vehicle crash.
- B. *Years of Service Award* – San Antonio police officers are eligible for this award upon completing five (5) years of continuous service with the Department and each subsequent fifth year thereafter.
- C. *Instructor's License Award* - San Antonio police officers are eligible for this award upon obtaining a Texas Commission on Law Enforcement (TCOLE) Instructor's License.
- D. *Master Peace Officer Certification Award* - San Antonio police officers are eligible for this award upon obtaining a Master Peace Officer's Certification from TCOLE.
- E. *Advanced Peace Officer Certification Award* - San Antonio police officers are eligible for this award upon obtaining an Advanced Peace Officer's Certification from TCOLE.
- F. *Intermediate Peace Officer Certification Award* - San Antonio police officers are eligible for this award upon obtaining an Intermediate Peace Officer's Certification from TCOLE.

### **.06 CITIZEN RECOGNITION AWARDS**

- A. *The Citizen Hero Award* – This award is bestowed to a citizen who by their unselfish actions, attempted to help save the life of another person.
- B. *The Citizen Merit Award* – This award is bestowed to a citizen who, by their exemplary actions, distinguishes themselves at a particular incident. Examples of exemplary actions include judgment, initiative, and courage in response to a law enforcement activity.
- C. *The Certificate of Appreciation* is presented to a citizen or group who distinguish themselves by their unselfish contributions to the Department or the Community. Examples include volunteer work, donation of resources, or taking measures to help achieve a safer community.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 912 – Awards and Ceremonies Program*

### **.07 NOMINATION PROCESS**

#### **A. Requests for Nomination:**

1. Any person who witnesses or otherwise learns of an exemplary act by a member, citizen, group, or business may initiate a request for Departmental recognition by submitting SAPD Form 5-RA Recommendation for Award, and any supporting documentation, through the Office of the Chief to the Awards Evaluation Committee. Submissions are emailed to SAPD Recognition. Nominations are accepted through November 30 of each year.
2. Division, Section, and Unit Commanders shall nominate members under their command for the various awards for service by submitting SAPD Form 5-RA Recommendation for Award, and any supporting documentation through the Office of the Chief to the Awards Evaluation Committee. Submissions are emailed to SAPD Recognition. Nominations are accepted through November 30 of each year.
3. Requests for Awards for Achievement do not require nomination. Instead, they shall be submitted to the Office of the Chief on SAPD Form 65 - *Interoffice Correspondence* and must include justification for the request. The Office of the Chief shall determine if the member has met the criteria for the requested award. Submissions are emailed to SAPD Recognition.

#### **B. Nominations received by the Awards Evaluation Committee are reviewed to ensure the actions taken by the nominated members fit the criteria for the recommended awards.**

#### **C. After a review by the Awards Evaluation Committee, any nomination that results in an award recommendation by the Committee shall be forwarded to the Office of the Chief.**

#### **D. Upon written orders issued by the Office of the Chief, the awards will be presented in accordance with Section .11 of this procedure.**

### **.08 AWARDS EVALUATION COMMITTEE**

#### **A. The Awards Evaluation Committee is appointed in June of every odd number year (e.g. 2017, 2019, 2021, etc) by the Chief of Police and is charged with rendering recommendations for the various awards for nominated members, private citizens, community groups, and businesses.**

#### **B. The Awards Evaluation Committee serves for two (2) consecutive years and consists of a Captain, who shall serve as the Committee Chairperson, and four (4) additional sworn members, and may include up to five (5) private citizens.**

#### **C. The Awards Evaluation Committee meets as needed and, through majority decision, recommends:**

1. The award is approved;
2. An alternate award is approved; or
3. No award is approved.

#### **D. The Awards Evaluation Committee forwards all recommendations for awards, whether approved or disapproved, to the Office of the Chief.**

### **.09 AWARDS NOTIFICATION AND PRESENTATION**

#### **A. The Awards Evaluation Committee notifies each nominee in writing of the recommendation made by the committee.**



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 912 – Awards and Ceremonies Program*

- B. All nominations for awards, whether approved or disapproved, are placed in the nominated member's Departmental personnel file.
- C. Approved Awards of Honor and Awards for Service are presented to officers by the Chief of Police at the Department's Annual Award Ceremony.
  - 1. Award of Honor recipients will be presented a medal, a commendation bar and a certificate.
  - 2. Officer of the Year; Detective of the Year; Sergeant of the Year recipients will be presented a plaque and a commendation bar; all others Awards for Service recipients will be presented a commendation bar and a certificate.
- D. Approved Awards for Achievement are presented by the Division Commander or his designee.
- E. Approved Citizen Hero Awards, Citizen Merit Awards, and the Certificate of Appreciation may be presented by the Chief of Police or his designee at a formal ceremony, or any other setting the Chief deems appropriate, including the citizen's residence or workplace.

### **.10 DISPLAYS OF AWARDS**

- A. Officers receiving the Medal of Valor may display the medal portion of the award with the regulation or formal uniform during the following events:
  - 1. Speaking engagements;
  - 2. Official police inspections;
  - 3. Departmental or law enforcement special events and ceremonies; and
  - 4. As authorized by the Office of the Chief.
- B. Officers receiving Awards of Honor or Awards for Service or officers who are eligible for an Award for Achievement, may wear the commendation bar portion of the award on the regulation or formal uniform in accordance with GM Procedure 310, *Uniforms and Dress Codes*.
- C. The bar portion of all Awards of Honor and Awards for Service will be purchased by the Department and given to officers who are presented with Awards of Honor and Awards for Service.
- D. The bar portion of all Awards for Achievement may be purchased by the member receiving the award at the member's expense.
- E. The specifications for the commendation bar portions of all awards are listed in GM Procedure 310, *Uniforms and Dress Codes Appendix*.
- F. A color printout of the bar portion of all awards will be on display in each Division Office.

### **.11 CEREMONIES FOR AWARDS, & PROMOTIONS & RETIREMENTS**

- A. Any member receiving an award or, being promoted to a higher rank or retiring in good standing from the department may will receive public recognition at a formal ceremony, coordinated by the Office of the Chief, to be held as follows:
  - 1. Promotional ceremonies shall take place on the day before a promotion is to become effective; and



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 912 – Awards and Ceremonies Program***

2. Annual Awards ceremonies shall take place in the first quarter of the calendar year.
- B. Attendance at a Promotion or Awards ceremony is voluntary on the part of the member, or citizen.
- C. Notification:
1. Members, citizens, community groups, and businesses are notified by letter from the Office of the Chief as to the date, time, and location of the formal ceremony. The letter will also inform honorees of any special needs or requirements for their particular ceremony.
  2. Members' Division and Section Commanders and Unit/Shift Directors are notified by the Office of the Chief as to the date, time, and location of the formal ceremony.
  3. The date, time, and location of the formal ceremony shall be published in the Department's Daily Bulletin.
  4. A list of past award winners may be found on SAPDWEB under Awards, Merits & Commendations.
- D. Responsibilities
1. The Office of the Chief is responsible for coordinating all activities necessary for conducting Promotions and Awards ceremonies.
  2. The Payroll Services Unit is responsible for notifying the Office of the Chief when an officer has given notification of his anticipated retirement.
  3. Division and Section Commanders and Unit/Shift Directors of members receiving an award, or being promoted, are encouraged to attend the formal ceremony to honor officers that work or worked under their command.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 913 – Employee Recognition Programs*

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	July 11, 2018 June 26, 2015
Office(s) with Secondary Responsibilities:	PSC, PNC, TEC, FDC, IDC, SSB	Number of Pages:	5
Forms Referenced in Procedure:	EnCORE Card; Form 53-FM	Related Procedures:	310, 913

### **.01 INTRODUCTION**

- A. This procedure establishes a process whereby all members of the Department, both sworn and non-sworn, are recognized for exemplary, meritorious, and exceptional service contributions that bring credit to the member and to the Department.

### **.02 POLICY**

- A. It is the policy of the Department to recognize and honor both sworn and non-sworn members who, through their daily activities, incorporate the City's Core values of Teamwork, Integrity, Innovation, and Professionalism while performing exemplary, meritorious and exceptional service for the Community.
- B. The Department has the following programs dedicated to employee recognition:
1. The **Creating Opportunities to Recognize Employees (C.O.R.E.)** program recognizes employees and teams for meaningful contributions of Teamwork, Integrity, Innovation, and Professionalism, observed by customers, peers, and the management team, that go above and beyond the normal job duties.
  2. The Merit Program allows Supervisors to recognize employees for excellence in the performance of job duties.
  3. Commendations are issued by the Chief of Police for exceptional job performance and service to the Community.
  4. Awards for Officer of the Month and Civilian of the Month, selected by the Chief of Police, recognize employees who go far beyond the parameters of the job.
  5. A Retirement Open House event, hosted by the Department, is held the third Wednesday of every month, schedule permitting, to recognize those employees with a scheduled retirement date during a given month.

### **.03 C.O.R.E. PROGRAM**

- A. The **C.O.R.E.** Program was developed by the City to provide a vital resource for COSA Departments to promote, celebrate, reward, and recognize meaningful employee contributions.
- B. The overall goal is for the rewards to be **Sincere, Meaningful, Adaptable, Relevant, and Timely (SMART)**.
- C. The program includes four categories of awards modeled on the City's Core Values to recognize employees whose actions embody the following values:
1. **Teamwork:** We work together to make San Antonio better.
  2. **Integrity:** We model ethical behavior.
  3. **Innovation:** We are driven by continuous improvement.
  4. **Professionalism:** We are qualified, skilled and committed.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 913 – Employee Recognition Programs*

### **.04 LEVELS OF AWARDS AND RECOGNITIONS**

**A. The C.O.R.E. Program consists of three (3) levels of award and recognition:**

1. Instantaneous Peer-to-Peer and Customer Recognition – This recognition is intended to provide near instantaneous opportunities for top-down, bottom-up, peer-to-peer, and public-to-employee recognition through EnCORE cards. As a result, these award cards are provided directly to the employees, with a copy to the Department's C.O.R.E. Ambassador, and not scored by the Selection Committee.
2. COREterly Award(s) – Department Director Recognition – Recognizes individuals or teams who over the respective quarter demonstrate outstanding commitment to the City's Core Values. The Department can recognize employees or teams per quarter, in each of the C.O.R.E. award categories.
3. City of San Antonio Excellence Award – Presented yearly by the City Manager in front of City Council, this award recognizes employees and teams for exceptional contributions to City government and to public service. This award honors those who have reached the top level of performance.

### **.05 INSTANTANEOUS RECOGNITION**

- A. The EnCORE card is an easy to use peer-to-peer and customer-to-employee recognition card intended to provide immediate feedback to employees. EnCORE cards are available in both hard copy and electronic format (SAPD EnCORE Certificate in Forms Library).
1. When using the hard copy EnCORE card, the top copy of the card is presented to the employee; the bottom copy must be routed through the Office of the Chief to the Department's C.O.R.E. Ambassador.
  2. When using the electronic EnCORE card, the card shall be emailed to the employee who is being recognized and to the Department's C.O.R.E. Ambassador at SAPD Recognition in Outlook.
- B. All sworn and non-sworn members of the Department are eligible for participation; non-employee volunteers and contractors are not eligible to receive EnCORE cards.
- C. The C.O.R.E. Department Ambassador will track the submitted EnCORE cards and coordinate the activities of the Selection Committee for the COREterly Department Director Recognition.

### **.06 CORETERLY AWARD(S) – DIRECTOR RECOGNITION**

- A. The COREterly Award, presented by the Department Director (Chief of Police), is based on nominations submitted through the EnCORE Card process. The Department Ambassador will lead the Selection Committee through a review of all EnCORE Cards for the quarter. The focus will be on selecting an employee or team whose accomplishments best represent the City's Core Values of Teamwork, Integrity, Innovation, and Professionalism.
- B. Quarterly recognition awards will be announced in March, June, September and December. The Selection Committee will consider EnCORE cards received by the 15<sup>th</sup> of the above named months. Cards submitted beyond that date will be considered for the following quarter.
- C. The COREterly Award honoree(s) will be provided with a C.O.R.E. pin related to the category or recognition. Individuals receiving recognition in each of the four categories will be provided with an Elite C.O.R.E. pin.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 913 – Employee Recognition Programs*

### **.07 CITY OF SAN ANTONIO EXCELLENCE AWARD**

- A. The City of San Antonio Excellence Award, presented by the City Manager in front of City Council, recognizes employees and teams for exceptional contributions to city government and to public service, honoring those who have reached the top level of performance.
- B. Eligibility – All City of San Antonio full-time and part-time paid employees or teams can be nominated. A team can be a task force, crew, or any combination of people who worked together either within their department or among several departments. These members should have had a significant impact on the success of the team.

*NOTE: Employees who received the Elite C.O.R.E. pin are recommended to be nominated for this recognition/award.*

- C. Nominations –Nominee accomplishments must embody at least one of the City's Core Values of Teamwork, Integrity, Innovation and Professionalism. The outstanding act or accomplishment should take place in the 12 months prior to the nomination period. A Selection Committee of City Executives appointed by the City Manager will review nominations. Some examples of nomination categories include:
1. Successfully implemented an innovative idea, where outstanding results were achieved, or an efficiency that resulted in cost savings to the organization.
  2. Solved an extraordinary problem or achieved a significantly difficult goal.
  3. Demonstrated kindness to customers, working to provide the best possible service to residents and guests of the City.

Nomination forms are available in hard copy and electronically on the City's website. Completed forms shall be submitted to the Department Ambassador.

- D. The Selection Committee will only review nominations that meet the following qualifying criteria:
1. Nominations are limited to regular full-time or part-time paid staff employed by the City of San Antonio; non-employee volunteers and contractors are not eligible.
  2. The work for which the individual or team (no more than 20 members) is being nominated for must be directly related to the City of San Antonio.
  3. The entire work performance history of all nominated individual and team members will be considered.
- E. Nomination Deadline: Nominations are due by March 31 of each year; nominations submitted after March 31 will not be accepted.
- F. The Selection Committee will determine the winners. Final results will be announced through a letter to all nominees and nominators. Winners will be recognized in May of each year.

### **.08 DEPARTMENT CERTIFICATE OF MERIT**

- A. A Certificate of Merit is presented to members who, by their exemplary actions, distinguish themselves at a particular incident. Examples of exemplary actions include judgment, initiative, courage, teamwork, investigative skills, and immediate recognition and response to law enforcement activity, all the while embodying the City's Core Values of Teamwork, Integrity, Innovation and Professionalism.
- B. Nominating supervisors who witness or otherwise learn of an exemplary act by a member, citizen, group, or business may draft a merit and submit it, through their Chain of Command, to the Office of the Chief through SAPD Recognition. Merits shall be prepared on Form 53-FM, found in Forms Library, and emailed to SAPD Recognition.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 913 – Employee Recognition Programs*

- C. The submitted merits will be proof read and edited, as needed, before being printed and presented to the appropriate Division Commander for signature. Unless otherwise instructed, printed merits will be returned to the nominating supervisor who will then obtain the remaining signatures.
- D. Once all required signatures have been collected, a color scan of the merit shall be emailed back to SAPD Recognition. The scan shall be uploaded to SAPD Activity and made available for viewing by anyone with access to SAPD Activity.
- E. Requests for merits may be submitted at any time. However, nominating supervisors should make every effort to present this award to the recipient soon after the qualifying event or action, so that the award remains relevant.

### **.09 DEPARTMENT COMMENDATIONS**

- A. Department Commendations are issued by the Chief of Police to those members who exceed expectations while performing their duties. Examples of commendable performance include:
  - 1. Extreme actions of valor on-duty or off-duty;
  - 2. Exemplary law enforcement service;
  - 3. Community Service; and
  - 4. Distinguished service throughout career.
- B. Nominations shall be submitted to the Office of the Chief at SAPD Recognition, a resource mailbox located in Outlook.

### **.10 EMPLOYEE OF THE MONTH**

- A. *Officer of the Month Award* - This award is presented to any San Antonio police officer, regardless of rank, who has provided the most outstanding service to the Department during the month.
- B. *Civilian Employee of the Month Award* - This award is presented to any San Antonio Police Department civilian employee who has provided the most outstanding service to the Department during the month.
- C. Any supervisor who wishes to nominate a sworn or civilian member for Employee of the Month shall submit the nomination in writing to the Office of the Chief. Nominations are to be prepared on an interoffice memo and routed through the nominating supervisor's Chain of Command. Nominations may be bin mailed to the Office of the Chief – Attn: SAPD Recognition or emailed to SAPD Recognition, a resource mailbox in Outlook.
- D. Nominations must be received in the Chief's Office no later than the third (3<sup>rd</sup>) Monday of every month. Awards will be presented by the Chief of Police or his designee to the monthly winners.
- E. Employee of the Month recipients will receive a certificate, along with eight (8) hours (five-day work week) or ten (10) hours (four-day work week) of Administrative Duty leave. The awarded leave must be used prior to the end of the fiscal year in which it was issued.

### **.11 RETIREMENT OPEN HOUSE**

- A. An Open House event will be held each month to honor those members who have or will be retiring during a given month. This event provides an opportunity for Retirees to be recognized by anyone who wishes to acknowledge lengthy careers and friendships formed over many years of dedicated service.





# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 913 – Employee Recognition Programs***

- B.** The Open House will be held at the Public Safety Headquarters Building (PSHQ) on or about the third Wednesday of every month.
- C.** Any member who has or is planning to retire in good standing may R.S.V.P. to attend a Retirement Open House. R.S.V.P.s shall be submitted to SAPD Recognition when the member determines their official retirement date.
- D.** The Daily Bulletin will announce the date, time and event location, as well as those Retirees who will be honored each month.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 914 – Separation From The Department*

Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	September 19, 2018 August 31, 2012
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	5
Forms Referenced in Procedure:	SAPD Form #17 EQCK SAPD Form #113\	Related Procedures:	None

### **.01 INTRODUCTION**

- A. The purpose of this procedure is to establish guidelines that assist members in the proper method of separating from the Department.
- B. This procedure outlines the proper method a member follows in relinquishing all Department-issued equipment and unit- issued equipment upon the member's voluntary separation from the Department through retirement, voluntary termination, or leave of absence.
- C. This procedure also outlines the proper method the Department follows for retrieving all Department-issued equipment and unit-issued equipment upon the member's involuntary separation from the Department through involuntary termination, suspension, or death.

### **.02 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Department-Issued Equipment

Separation Packet

Unit-Issued Equipment

### **.03 PROVISIONS**

- A. Members of the San Antonio Police Department anticipating voluntary separation from the Department are requested to contact the Payroll Services Office at least thirty (30) days prior to the effective date of separation. This time period is necessary for the Department to process the member's separation in order for the member to receive his/her final pay check as early as the first pay date following his/her separation date.
- B. Members who have not given the Department the requested thirty (30) day notice of separation will receive their final pay check only after all necessary documents have been received and processed by the Payroll Services Office. Final paychecks will be mailed to the last permanent mailing address on file.

### **.04 VOLUNTARY SEPARATION**

- A. Voluntary separation from the Department can be through retirement, voluntary termination, leave of absence, or military leave.
- B. When a member has made the decision to voluntarily separate from the Department he/she shall:
  - 1. Contact the Payroll Services Office at least thirty (30) days prior to the effective date of separation.
  - 2. Contact the current unit of assignment to inform the Unit/Shift Director, on an incident report, of his/her intention to separate from the Department.
  - 3. Contact the Fire and Police Pension Fund Office at least thirty (30) days prior to the effective date of retirement to let the Pension Board know of his/her intention to retire from the Department. (Only for those who are members of the Fire and Police Pension Fund and are eligible to retire from the Department.)
  - 4. Contact the City of San Antonio Employee Benefits Office. (Only for members of the Texas Municipal Retirement System.)



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 914 – Separation From The Department*

5. Contact the Office of the Chief to obtain approval for a leave of absence; and the Payroll Service Office for a military leave of absence from the Department.
- C. Within seven (7) calendar days of the member's last tour of duty the member shall contact the units listed on the *Separation Next Steps* Form #07, to relinquish all Department and unit-issued equipment.
- D. After all Department-issued equipment and unit-issued equipment has been relinquished and verified by the Unit/Shift Director's/Supervisor's signature the Unit/Shift Director shall forward the Sworn *Separation Check List* Form #06, form to the Payroll Services Office for final verification.
- E. The Payroll Services Office shall notify the member when his/her final pay check will be issued.

### **.05 INVOLUNTARY SEPARATION**

- A. Suspension - fifteen (15) days or less
  1. Members being relieved of duty to serve a suspension of fifteen (15) days or less are not required to relinquish any Department-issued equipment or unit-issued equipment.
  2. Members serving a suspension of fifteen (15) days or less shall not use any Department-issued equipment or unit-issued equipment during the duration of the suspension. This includes credentials, access cards, and parking permits (refer to "Department-issued equipment" in the glossary for further direction).
- B. Suspension - more than fifteen (15) days
  1. A member being relieved of duty to serve a suspension of more than fifteen (15) days shall relinquish all Department-issued equipment and unit-issued equipment to his Division Commander or immediate supervisor on or before the member's last working day before serving the suspension. If a member is scheduled to be on authorized leave on the last working day before serving a suspension, the member shall make arrangements with his Division Commander or immediate supervisor to relinquish all Department-issued equipment and unit-issued equipment prior to going on leave.
  2. The member's Division Commander or his or her immediate supervisor shall have a completed SAPD Form #113, *Property Receipt*, or an official Quarter Master inventory list issued to the suspended member for all relinquished equipment. The relinquished equipment shall then be placed in the Property Room as personal property belonging to the City of San Antonio. The notation "SUSPENSION" shall be noted on the bar code database.
  3. Accountability and disposition of all relinquished equipment received from a member is documented on an incident report, with assignment number, by the supervisory officer taking custody of said equipment. The incident report and property receipt are routed to:
    - a. Records Office (original reports);
    - b. Office of the Chief;
    - c. Payroll Services Office;
    - d. Armory and Supply Office;
    - e. Communications Unit (Radio System Manager);



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 914 – Separation From The Department*

- f. Division Commander of member;
  - g. Internal Affairs Unit; and
  - h. Any other applicable unit that may have issued the member equipment.
4. The member, upon completion of the suspension, shall report to his Division Commander. The Division Commander shall authorize the release from the Property Room, the Armory and Supply Office, and Fleet Services Office all equipment taken from the member. The authorized release shall be documented on an incident report using the same assignment number as when the equipment was relinquished.
5. Should a member forfeit accrued leave in lieu of a suspension, the member is not required to relinquish any Department-issued equipment or unit-issued equipment.
6. If an employee's conduct results in a dismissal, the following information will be provided to the employee:
- a. A written statement citing the reason for dismissal;
  - b. The effective date of dismissal; and
  - c. A statement of the status of fringe and retirement benefits after dismissal.

### C. Death of Member

1. Should a member die while on-duty or be killed in the line of duty, the member's immediate supervisor shall take immediate custody of the member's Department-issued equipment and unit-issued equipment, except equipment processed as evidence.
2. The immediate supervisor shall place the member's equipment in the Property Room as personal property belonging to the City of San Antonio. The notation "DECEASED" shall be written on the bar code database.
3. Accountability and disposition of all equipment taken from a deceased member is documented on an incident report, with assignment number, by the supervisor taking custody of said equipment. The incident report is routed to:
- a. Records Office (original reports);
  - b. Office of the Chief;
  - c. Homicide Unit (if killed in the line of duty);
  - d. Payroll Services Office;
  - e. Armory and Supply Office;
  - f. Communications Unit (Radio System Manager);
  - g. Division Commander of affected member;
  - h. Family Assistance Officer; and
  - i. Any applicable unit that may have issued the member equipment.



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 914 – Separation From The Department***

4. Should a member die while off-duty, the Family Assistance Officer shall retrieve the member's Department-issued equipment and unit-issued equipment through the process outlined in his standard operating procedure.

### ***.06 FAILURE TO RELINQUISH EQUIPMENT***

- A. In cases where the affected member has not relinquished the issued equipment, the member's immediate supervisor shall make an attempt to retrieve the issued equipment. If the issued equipment is retrieved the supervisor shall follow Subsection .05B3.
- B. If the supervisory officer fails to retrieve the issued equipment from the affected member after seven (7) calendar days, the supervisor will document in an incident report, with assignment number, the actions taken in attempting to retrieve the issued equipment. The incident report is routed to:
  1. Records Office (original Reports);
  2. Office of the Chief;
  3. Payroll Services Office;
  4. Armory and Supply Office;
  5. Communications Unit (Radio System Manager);
  6. Division Commander of affected member; and
  7. Internal Affairs Unit.
- C. In cases where a deceased member's family has not relinquished the issued equipment after seven (7) calendar days, the Family Assistance Officer shall document in an incident report the actions taken in attempting to retrieve the issued equipment. The incident report is routed to the same units as in Subsection .06B.
- D. Members shall not secret themselves or otherwise take deliberate actions to avoid relinquishing Department-issued equipment and unit-issued equipment within the timeframe outlined in Subsection 05.B1. Unless a member is physically unable or prior arrangements have been made, it shall be the responsibility of the member to relinquish all Department-issued equipment and unit-issued equipment to his or her Division Commander or immediate supervisor within the timeframe outlined in Subsection 05.B1. Members are not eligible for compensation for relinquishing any equipment while on off-duty status.

### ***.07 EXIT INTERVIEW***

- A. Exit interviews may be conducted for any member who is separating from the Department, except members who are suspended or dismissed.
- B. Prior to a member's date of separation, the member may make an appointment with the Employee Relations Manager of Police of Human Resources for an exit interview.
- C. The Employee Relations Manager of Police of Human Resources Office shall interview the member and record the results on the exit interview form.
- D. If an exit interview is conducted, copies of the exit interview form are routed to:
  1. Office of the Chief;



# **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**



## ***Procedure 914 – Separation From The Department***

2. Payroll Services;
3. Division Commander of separating member; and
4. Separating member's current unit of assignment.

### **.08 REINSTATEMENT TO THE DEPARTMENT**

- A. When a member has been suspended from the Department for more than one hundred and eighty (180) days and is reinstated by the Chief of Police, the member is to report to the office of his Division Commander.
- B. The member's Division Commander shall contact the Training Academy and inquire as to the member's status mandated by the Texas Commission on Law Enforcement (TCOLE).
  1. In the event the member has not been recertified by TCOLE, the member is assigned to duties which do not require him to perform the duties of a peace officer.
  2. On notification from the Training Academy that the member has been recertified, the member is assigned to regular duty.
- C. It is the responsibility of the Training Academy and the member to comply with recertification procedures mandated by TCLEOSE.

### **.09 RESPONSIBILITIES**

- A. The member shall be charged with the responsibility of relinquishing all Department-issued equipment and unit-issued equipment issued to him/her or in his/her possession before separating from the Department. If a member has been dismissed/terminated, he/she shall be financially liable to the City for any Department-issued equipment and unit-issued equipment that he/she fails to relinquish as required by this procedure.
- B. The Armory and Supply Office shall be charged with the responsibility of retrieving a separated member's issued firearm(s), ammunition, and other related equipment from the Property Room as outlined in its standard operating procedures.
- C. The Payroll Services Office shall be charged with the final responsibility of retrieving a separated member's Department-issued equipment and unit-issued equipment through the process outlined in its standard operating procedures when all other avenues of retrieving issued equipment have been exhausted.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 915 – Family Assistance Program*



Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	November 23, 2011 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure informs officers of the existence of the Family Assistance Program and identifies the services that the Program provides to officers and their families.

### **.02 PURPOSE**

- A. The Family Assistance Program is designed to provide support and assistance to the families of active duty officers who die, receive serious bodily injuries, or suffer catastrophic illnesses.
- B. The Program also provides support and advice to family members upon the death of a retiree.

### **.03 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Catastrophic Illness      Serious Bodily Injury

### **.04 FAMILY ASSISTANCE OFFICERS**

- A. Family Assistance Officers are a group of officers appointed by the Chief of Police to administer the Family Assistance Program.
- B. Family Assistance Officers are volunteers and their duties with the program are in addition to their regular duties.
- C. Upon notification of an officer's death, serious bodily injury, or catastrophic illness a Family Assistance Officer shall initiate the Family Assistance Program and provide the level of assistance that is prescribed in this procedure.
- D. All aspects of San Antonio Police Department funerals are coordinated by the lead Family Assistance Officer assigned to the family by the Office of the Chief.

### **.05 SERVICES PROVIDED**

- A. Death of Active Duty Officer
  - 1. Notification of next of kin, if death occurs on-duty;
  - 2. Transportation to hospital for family members;
  - 3. Notification of the SAPD chaplain;
  - 4. Assistance in making funeral arrangements;
  - 5. Assistance in arranging immediate financial aid;
  - 6. Assistance in preparing necessary paperwork to apply for all eligible benefits; and
  - 7. Counseling for family members of officers killed in the line of duty.





## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 915 – Family Assistance Program*



#### B. Death of Retired Officer

1. Assistance with contacting the Honor Guard to request the services provided for retirees; and
2. Family counseling and advice, if requested.

#### C. Serious Bodily Injury (to include any incident in which an officer suffers a gunshot wound, regardless of severity), or Catastrophic Illness to Active Duty Officer

1. Notification of next of kin;
2. Transportation to hospital, if requested;
3. Advise on benefits and workman's compensation, if injured on-duty;
4. Assistance with filing necessary paperwork to apply for eligible benefits; and
5. Notification of the SAPD Chaplain.

### **.06 NOTIFICATION PROCESS**

#### A. The Communications Unit supervisor shall notify the Family Assistance Program supervisor when:

1. An on-duty officer is killed;
2. Receives serious bodily injuries (to include any incident in which an officer suffers a gunshot wound, regardless of severity); or.
3. Notified by any member that an off-duty officer has died, received serious bodily injuries, or suffers a catastrophic illness.

#### B. Any member learning of the death of a retired officer is asked to notify the Office of the Chief, who will notify the Family Assistance Program supervisor.

#### C. Any member having a need to contact a Family Assistance Officer should contact the Office of the Chief.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Procedure 916 – Workers' Compensation

Office with Primary Responsibility:	SSO	Effective Date: Prior Revision Date:	March 29, 2017 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form #172 Supervisor Report of Injury or Illness State Form #DWC-6 State Form #DWC073	Related Procedures:	904

### .01 INTRODUCTION

- A. The purpose of this procedure is to establish guidelines for documenting all Workers' Compensation claims and the manner in which they are prepared. Supervisors are responsible for an accurate completion of all documentation required for compliance with this procedure. Additionally, all members have a duty to report claims as early as practical.
- B. Sworn members affected under this procedure and requiring change of assignment status refer to GM Procedure 904, *Limited Duty Assignment*, for instructions.

### .02 DOCUMENTATION OF OCCUPATIONAL INJURY/DISEASE

- A. Members who are disabled in any way due to an occupational injury/disease and, due to the impairment, are unable to perform any assigned duty will notify a supervisor of such occurrence as early as practical.
  - 1. Notification shall be made by the affected member, in writing, by incident report with assignment number and shall contain time and date of occurrence, location, type of injury/disease, and witness (es).
  - 2. In the event the affected member is incapable of the required notification, the supervisor in charge at the time of the injury shall be responsible for submitting documentation of the incident.
- B. A supervisor, upon receiving notification of a member's complaint of occupational injury/disease, regardless of the severity of the complaint, shall complete the required form(s) in compliance with Workers' Compensation mandates.
  - 1. The affected member's immediate supervisor, if on-duty, shall complete the necessary documentation.
  - 2. In the event the affected member's immediate supervisor is off-duty (i.e., relief day, vacation, sick, etc.), any supervisor assigned to the same unit completes the necessary documentation.
- C. Complete documentation is required for each incident or occurrence of occupational injury/disease sustained by any member.

### .03 PROCEDURAL GUIDELINES

- A. Members requesting to be carried injured on-duty due to an occupational injury/disease are required to seek immediate treatment by a physician, if they have not done so already. Before a member is carried injured on-duty, he is required to have a physician complete SAPD Form #172, *Physician Authorization for On-Duty Injury Status*, or the State Form #DWC073, *Texas Workers' Compensation Work Status Report*. The completed form is submitted to the supervisor.
- B. SAPD Form #172 or State Form #DWC073 is required for determining the status of personnel injured on-duty. Each visit to a physician must be documented by an SAPD Form #172 or State Form #DWC073, in order to continue to verify an injured member's status.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 916 – Workers' Compensation*

- C. The completed SAPD Form #172 or State Form #DWC073 is submitted to the member's supervisor and the supervisor is responsible for forwarding the documentation to the Accounting and Personnel Office no later than the following business day.
- D. For purposes of reporting an occupational injury/disease, a supervisor must complete the *Supervisor Report of Injury or Illness Form*, and forward the completed form to the Accounting and Personnel Office within forty-eight (48) hours of the occurrence through email [SAPDAccountingInjuredOfficer@sanantonio.gov](mailto:SAPDAccountingInjuredOfficer@sanantonio.gov).
- E. State Form #DWC-6, *Employer's Supplemental Report of Injury*, is required to be completed by a supervisor in the following instances
  1. Within forty-eight (48) hours of the time the injured member started losing time from work due to an occupational injury/disease, the form must be received in the Accounting and Personnel Office.
  2. If the initial State Form #DWC01 submitted for the injured member did not note loss of time from duty and time was subsequently lost due to the same occurrence, DWC06 is required for the member. This form must be submitted within forty-eight (48) hours of the time the injured member began losing time from work.
  3. Within forty-eight (48) hours of a member's return to work from an occupational injury/disease, whether returning to limited duty or regular assignment, the State Form #DWC06 must be completed and received in the Accounting and Personnel Office. Members to be assigned to a limited duty assignment or returning to regular duty following a limited duty assignment must report to the Office of the Chief in accordance with GM Procedure 904, *Limited Duty Assignment*.
- F. All completed documentation submitted must be typed and forwarded to the Accounting and Personnel Office within the specified time-frames in order to avoid penalties imposed by the Texas Workers' Compensation Commission.

### **.04 ROUTING OF REPORTS**

- A. Supervisors are required to e-mail or fax documentation related to the member's claim of occupational injury/disease. The supervisor collects the copies, time-stamps them, and places them in the member's unit level field file.
- B. Supervisors are responsible for ensuring submission of documentation, except for the incident report, is delivered to the Accounting and Personnel Office within the specified time-frame. For purposes of this section, the documents are considered "delivered to Accounting and Personnel Office" when they have been received by the Accounting and Personnel Office within specified time-frame.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## *Procedure 917 – Fiesta and Special Event Assignments*



Office with Primary Responsibility:	COB	Effective Date:	March 01, 2011
		Prior Revision Date:	July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	5
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

- A. This procedure regulates the scheduling of SAPD officers, based on a rotation system and voluntary off-duty availability, for Fiesta events and scheduled special event assignments when staffing needs are greater than the available Tactical Support Division manpower.
- B. This procedure also provides for the implementation of the SAPD Fiesta Public Safety Plan when all available manpower within the SAPD is inadequate to accomplish the public safety mission.
- C. Unscheduled special events are staffed at the discretion of the event commander and are not affected by this procedure.

### **.02 COMMAND AUTHORITY**

A Deputy Chief assigned by the Chief of Police has overall command responsibility for all Fiesta events and special events.

### **.03 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Event Assignment Coordinator	Event Commander
Fiesta Events	Police Special Event Scheduling (PSES) System
Police Officer Fiesta Scheduling (POFS) System	Special Event

### **.04 FIESTA EVENTS**

#### **A. Sign-Up Procedure**

1. Sign-up for Fiesta event assignments begin on February 24 of each year and end on March 24 of each year. This is subject to change in years when the Fiesta Commission moves the dates for Fiesta. An announcement will be made in the bulletin with the sign up dates prior to the scheduling period each year.
2. Any officers assigned to a Patrol Section "B," "C," or "D" shift who wish to work the Battle of Flowers Parade and/or the Fiesta Night Parade, may sign up for these Fiesta assignments during the sign-up period, even though their regular duty hours overlap these parades.
3. Officers sign-up for Fiesta event assignments by entering their requests in the POFS system using either a mobile data computer (MDC) or an office computer through COSANET. Officers are responsible for entering accurate information regarding their duty hours and relief days. Incorrect information may adversely affect an officer's Fiesta assignment schedule.
4. To accommodate Fiesta scheduling, the Chief, at his discretion, may decide not to process any departmental transfers beginning February 24 of each year and ending the last day of Fiesta, except as required by the Collective Bargaining Agreement.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 917 – Fiesta and Special Event Assignments*



#### B. Personnel Selection/Notification

1. The POFS system selects names of officers for Fiesta event assignments.
2. Officers selected for Fiesta event assignments shall verify their assignments through the POFS system starting on April 2 of each year.
3. On-duty officers from Patrol Sections "B," "C," or "D" shifts, who signed up to work the Battle of Flowers Parade and/or the Fiesta Night Parade, shall verify their parade assignments through the POFS system starting two (2) days prior to the first Fiesta event.

#### C. Attendance Requirements

1. Officers committing to Fiesta event assignment(s) and failing to report for duty are carried as "unauthorized absence from duty".
2. Officers receiving Fiesta event assignments are responsible for reporting to all assignments on time and in a complete regulation uniform, including the regulation hat and a traffic vest. Officers shall also have a flashlight if the event occurs during hours of darkness.
3. Officers will not arrange for other officers to substitute for them at Fiesta event assignments.
4. An officer is tardy if he arrives at roll call after his name is called by the event commander. Officers who are tardy may be replaced by officers in the Fiesta stand-by pool.
5. Officers assigned to specific posts will remain at their posts until relieved from duty by the proper supervisory authority.

#### D. Cancellations

1. Officers selected for assignment to Fiesta events may cancel their assignments in the POFS system starting on April 2 of each year and ending six (6) days prior to the first Fiesta event day.
2. On-duty officers from Patrol Sections "B," "C," or "D" shifts who signed up to work the Battle of Flowers Parade and/or the Fiesta Night Parade, may cancel their parade assignment up to five (5) days prior to the Battle of Flowers Parade by calling the Fiesta Stand-by Office at 207-7381.
3. Officers canceling Fiesta event assignments will not work any other Fiesta event or special event assignment on the day(s) they canceled.
4. Cancellations of Fiesta event assignments within five (5) days or less prior to the first Fiesta event, or less than five (5) days prior to the Battle of Flowers Parade for on-duty officers from Patrol Sections "B," "C," or "D" shift, will only be made due to sickness or emergency situations.
  - a. Officers unable to work a Fiesta assignment due to sickness or emergency situation shall contact the Stand-by Pool Office as soon as possible, but not later than one (1) hour prior to the event.
  - b. Documentation regarding the sickness or emergency situation must be provided by the officer to the Tactical Support Division Office within forty-eight (48) hours of the officer returning to duty from the sickness or emergency situation.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 917 – Fiesta and Special Event Assignments*



5. Any cancellations of Fiesta event assignments within five (5) days or less prior to the first Fiesta event, or less than five (5) days prior to the Battle of Flowers Parade for on-duty officers from Patrol Sections “B,” “C,” or “D” shift, will be reviewed by the Deputy Chief in charge of Fiesta events for any procedural violations, and if necessary, forwarded to the officer’s division commander in accordance with General Manual Procedure 303 – Discipline.

#### E. Fiesta Event Stand-By Pool

1. Officers desiring to work more Fiesta events than they were scheduled through the POFS system may apply for stand-by status by arriving, in person, at the Fiesta Stand-by Pool Office prior to a Fiesta event.
2. Officers requesting stand-by status for Fiesta events must have signed up for Fiesta events assignments on the POFS system prior to the start of Fiesta.
3. Officers being placed on stand-by status and not receiving a Fiesta event assignment during a Fiesta event may continue on stand-by status for the same day as long as they are present, in person, at the Fiesta Stand-by Pool Office when their name is called for an assignment.
4. Officers will not be hired to work a particular Fiesta event at that event's command post or by the event commander.

#### **.05 THE FIESTA PUBLIC SAFETY PLAN**

- A. During Fiesta, when the number of voluntary officers from the SAPD is inadequate to staff Fiesta events at an efficient level to accomplish the public safety mission, the SAPD Fiesta Public Safety Plan will be implemented.
- B. The SAPD Fiesta Public Safety Plan consists of three (3) phases that are designed to adequately staff any Fiesta event. The three (3) phases are as follows:
  1. Phase 1 - SAPD officers will be utilized using the established assignment procedures for off-duty officers; including using supplemental officers that work the Patrol “B,” “C,” or “D” shifts, even if their duty hours overlap the Fiesta events.
  2. Phase 2 - Peace Officers employed by the City of San Antonio that work for departments other than the San Antonio Police Department will be utilized.
  3. Phase 3 - Officers from area agencies outside the City of San Antonio will be utilized in accordance with approved memorandum of understanding between the agency and the City.
- C. When it becomes necessary to utilize law enforcement officers from outside agencies, the Chiefs of each of these outside law enforcement agencies will be contacted to ascertain if their officers would be allowed to work Fiesta events under the supervision of the SAPD. Those that respond in the affirmative will be asked to designate a contact person to act as a liaison between their agency and the SAPD. The contact person will be asked to supply an approximate number of officers that would be available to work Fiesta events should the need arise.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 917 – Fiesta and Special Event Assignments*



#### **.06 SPECIAL EVENTS**

##### **A. Sign-Up Procedure**

1. Officers may check the PSES system at any time for a list of upcoming scheduled special events requiring officers on an overtime basis.
2. Volunteers may sign-up for special event assignments in the PSES system any time up to ten (10) days prior to the special event using either a mobile data computer (MDC) or an office computer through COSANET.
3. Officers are responsible for entering accurate information regarding their duty hours, relief days, and telephone numbers. Incorrect information may adversely affect an officer's special event assignment.
4. Sign-up and scheduling shall not conflict with GM Procedure 902, *Leave and Absences Policies*.

##### **B. Personnel Selection / Notification**

1. The PSES system selects names of officers for special event assignments.
2. Officers selected for special event assignments may verify their assignment through the PSES system starting ten (10) days prior to the start of the special event.

##### **C. Attendance Requirements**

1. Officers committing to special event assignment(s) and failing to report for duty are carried as "unauthorized absence from duty".
2. Officers receiving special event assignments are responsible for reporting to all assignments on time and in a complete regulation uniform, including the regulation hat and a traffic vest. Officers shall also have a flashlight if the event occurs during hours of darkness.
3. Officers will not arrange for other officers to substitute for them at special event assignments.
4. An officer is tardy if he arrives at roll call after his name is called by the event commander. Officers who are tardy may be replaced by officers on the special event stand-by status list.
5. Officers assigned to specific posts will remain at their posts until relieved from duty by the proper supervisory authority.

##### **D. Cancellations**

1. Officers selected for assignment to special events may cancel their assignment in the PSES system up to five (5) days prior to the special event.
2. Officers canceling special event assignments will not work any other special event assignment on the day(s) they canceled.
3. Cancellations of special event assignments with less than five (5) days prior to the special event will only be made due to sickness or emergency situations.
  - a. Officers unable to work a special event assignment due to sickness or emergency situation shall contact the Tactical Support Division Office as soon as possible, but not later than one (1) hour prior to the event. If it





## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 917 – Fiesta and Special Event Assignments*



is after business hours (Monday – Friday, 0745 – 1630 hours) officers unable to work shall contact the event supervisor. The event supervisor can be contacted through the Traffic Channel Dispatcher at 207-7558.

- b. Documentation regarding the sickness or emergency situation must be provided by the officer to the Tactical Support Division Office within forty-eight (48) hours of the officer returning to duty from the sickness or emergency situation.
4. Any cancellations of special event assignments with less than five (5) days prior to the special event will be reviewed by the Deputy Chief in charge of the special event for any procedural violations, and if necessary, forwarded to the Internal Affairs Unit.

#### E. Special Event Stand-By Status

1. Officers signing up for selection to special event assignments may also request to be placed on stand-by status. Officers placed on stand-by status must:
  - a. List a telephone number, including area code, on the PSES sign-up screen;
  - b. Be available thirty (30) minutes before and after the special event roll call; and
  - c. If called, report to the post assignment within one (1) hour of notification.
2. Officers selected for stand-by status for a special event will be compensated with one (1) hour of overtime pay, unless assigned to work the special event.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## ***Procedure 918 —Discrimination, Harassment, Retaliation, Inappropriate Behavior, and Sexual Harassment in the Workplace***

Office with Primary Responsibility:	COP	Effective Date:	January 31, 2017
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC, SSB	Prior Revision Date:	July 24, 2015
Forms Referenced in Procedure:	None	Number of Pages:	4
		Related Procedures:	904

### **.01 INTRODUCTION**

- A. This procedure is intended to promote and maintain a healthy working environment which affords officers the opportunity to perform their duties to the fullest potential, and to provide a process for reporting, investigating, and resolving complaints of discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment.
- B. The reporting, investigating, and resolving complaints of discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment, involving civilian employees are handled in accordance with City Administrative Directive 4.67, *Equal Employment Opportunity/Anti-Harassment*.

### **.02 POLICY AGAINST HARASSMENT, DISCRIMINATION, RETALIATION, AND INAPPROPRIATE BEHAVIOR**

The San Antonio Police Department strictly prohibits and will not tolerate any discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment of any person. The Department will take direct and immediate action to prevent and correct any such behavior involving instances of discrimination, harassment, retaliation, inappropriate behavior, or sexual harassment.

### **.03 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Discrimination	Harassment	Inappropriate Behavior	Sexual Harassment
Retaliation	Gender identity/expression		

### **.04 PROHIBITED ACTIVITIES**

- A. Members (both sworn and civilian) of the Department shall not explicitly or implicitly ridicule, mock, deride, or belittle any person on the basis of sex, age, race, national origin, ancestry, citizenship, religion, disability, or sexual orientation, or gender identity/expression.
- B. Members (both sworn and civilian) shall not make offensive or derogatory comments to any person, either directly or indirectly, based on sex, age, race, national origin, ancestry, citizenship, religion, disability, sexual orientation, or gender identity/expression.
- C. Members (both sworn and civilian) shall not circulate written or graphic materials which ridicule, belittle, or embarrass any person on the basis of sex, age, race, national origin, ancestry, citizenship, religion, disability, sexual orientation, or gender identity/expression.
- D. Members (both sworn and civilian) shall not engage in conduct that could be construed as inappropriate behavior, sexual harassment or any other significant behavioral infraction.

### **.05 OFFICERS' RESPONSIBILITIES**

- A. Members (both sworn and civilian) are responsible for assisting in the prevention of discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment of any person by:



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### ***Procedure 918 —Discrimination, Harassment, Retaliation, Inappropriate Behavior, and Sexual Harassment in the Workplace***

1. Refraining from participating in or encouraging any actions or statements that could be perceived as discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment;
2. Reporting acts of discrimination, harassment, retaliation, inappropriate behavior, sexual harassment; and
3. Encouraging any member (both sworn and civilian) who confides that he/she is being discriminated against, harassed, retaliated against, or subjected to inappropriate behavior or sexual harassment to report these acts.

#### **.06 SUPERVISORY OFFICER RESPONSIBILITIES**

- A. Refraining from participation in or encouragement of actions that could be perceived as discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment.
- B. Ensuring the workplace has an atmosphere free from discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment.
- C. Taking immediate and appropriate remedial action whenever they observe, or are made aware of, any actions or conduct that may be interpreted as discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment.
- D. Immediately document any complaint or observed incident, noting the person(s) performing or participating in the discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment, the dates on which it occurred, and any action taken to correct or address the offensive behavior.
- E. Within twenty-four (24) hours, submit all reports of discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment which has generated a complaint or has been observed, to the Internal Affairs Unit.

#### **.07 REPORTING AND COMPLAINT PROCEDURE**

- A. The Department strongly urges any officer who believes he/she has been subjected to conduct (verbal or physical) prohibited by any part of this policy, or knows of any officer's conduct that could be a violation of this policy, to report the matter immediately. Officers are assured there will not be any retaliation for making any report. Reports should be made as follows:
  1. Immediately report the prohibited conduct to your immediate supervisor, unless the supervisor is a participant in the prohibited conduct.
  2. If the supervisor is a participant in the prohibited conduct, or if for any reason, you feel uncomfortable reporting the complaint to the immediate supervisor, the report should be made to the next level of supervision.
- B. After a report or complaint has been received by a supervisory officer, the officer is responsible for complying with Subsections .06C through E above, as well as for immediately taking all appropriate steps to prevent any further discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment. A report of prohibited conduct must be submitted to the Internal Affairs Unit by the supervisory officer within twenty-four (24) hours of the receipt of the complaint or her/his observance of the prohibited conduct, whichever is applicable.
- C. The Internal Affairs Unit will commence the investigation of the complaint within twenty-four (24) hours of the receipt of the complaint. The investigation will also be conducted as confidentially as possible under the circumstances, consistent with the need to talk to potential witnesses, and to otherwise gather information.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### ***Procedure 918 —Discrimination, Harassment, Retaliation, Inappropriate Behavior, and Sexual Harassment in the Workplace***

- D. If at any time a person believes inadequate action is being taken to resolve their complaint that person should bring this matter to the attention of the Internal Affairs Unit. If other issues or other instances of prohibited conduct arise after the complaint, the person should immediately bring these to the attention of the Internal Affairs Unit.
- E. At the conclusion of the investigation, the person will be advised of the Department's determination. If the investigation determines the evidence substantiates the complaint, the Department will promptly take additional appropriate remedial action, if necessary, and the complainant will be notified of the action to be taken by the Department. Officers determined to have violated the policy will be dealt with severely and will be subject to disciplinary action up to and including termination.
- F. If a person believes the investigation or the remedial action taken was insufficient, that person should promptly advise the Internal Affairs Unit and explain why the person believes it was insufficient and also advise it of any additional matters that should be considered so these matters may be addressed.
- G. If violations of these policies continue despite the remedial action undertaken by the Department or if any retaliation should occur contrary to the Department's policies, the persons affected should immediately report same to the Internal Affairs Unit.

#### **.08 NON-RETALIATION**

The Department prohibits any retaliation against any person for making a complaint, report, charge of discrimination, harassment, retaliation, inappropriate behavior, sexual harassment, for testifying, assisting or otherwise participating in any manner in an investigation, proceeding or hearing regarding discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment. As noted above, the Department emphatically urges all violations of this procedure be reported immediately.

#### **.09 DISCIPLINARY ACTIONS**

- A. The San Antonio Police Department considers discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment a serious form of employee misconduct. The Department shall take direct and immediate actions to prevent such behavior, and to remedy all reported instances of discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment.
- B. Officers who are found to have engaged in discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment in violation of this policy will be subject to appropriate corrective action including, but not limited to, discipline such as discharge.
- C. Officers accused of discrimination, harassment, retaliation, inappropriate behavior, and/or sexual harassment may appeal in accordance with Department procedures when they disagree with the final disposition of a complaint.

#### **.10 PREGNANCIES**

- A. The San Antonio Police Department is prohibited by law from requiring pregnant employees to be placed on limited or light duty assignment. A pregnant officer may request assignment to limited duty as provided in GM Procedure 904, *Limited Duty Assignments*. A pregnant civilian employee may request assignment to "light duty" as provided in City Administrative Directive 4.37.
- B. A request from a pregnant employee for a limited duty assignment will be reviewed, and acted upon promptly on the same basis as a request for limited duty made by similarly-situated, non-pregnant employee.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### ***Procedure 918 —Discrimination, Harassment, Retaliation, Inappropriate Behavior, and Sexual Harassment in the Workplace***

- C. An officer who feels she has been discriminated against due to her pregnancy, childbirth, or related medical conditions may complain verbally or in writing to the Executive Officer in the Office of the Chief and all such complaints will be promptly investigated as directed by the Chief. A civilian employee who feels she has been discriminated against due to her pregnancy, childbirth, or related conditions may complain verbally or in writing to the City's Equal Employment Opportunity Office, and all such complaints will be promptly investigated as directed by the Chief.
- D. The San Antonio Police Department will make a good faith effort to investigate an employee's complaint of discrimination due to her pregnancy. A complainant will be notified of the findings, in writing, no later than thirty (30) days after the date the complaint is received.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## Procedure 919 – Employee Safety Policy



Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	916

### .01 INTRODUCTION

The purpose of this procedure is to initiate an organized effort, involving the participation of all personnel, to reduce the events of accidental injuries. The program objectives will be accomplished by: training, guiding, and motivating all employees to be safety conscious; disseminating police related safety and accident information; and establishing a departmental system of reporting unsafe incidents.

### .02 POLICY

It is policy of the San Antonio Police Department to conduct all operations with minimum hazard to people, vehicles, and other property, and to support comprehensive programs designed to prevent or reduce injuries and property damage.

### .03 DEPARTMENT SAFETY COORDINATOR

- A. The Department Safety Coordinator shall be appointed by the Chief of Police.
- B. The Department Safety Coordinator shall be the primary point of contact for safety issues within the Department.
- C. The Department Safety Coordinator shall attend monthly safety coordinators' meetings or send an alternate.

### .04 MEMBER RESPONSIBILITIES

- A. All members shall cooperate with Risk Management Division Safety Coordinator and the Department Safety Coordinator on safety related issues.
- B. Members shall read all literature and comply with guidelines promoting safety in the workplace.
- C. Members shall correct or report unsafe conditions to a supervisory officer, who shall take appropriate actions to correct the problem.
- D. Members shall report personal injury incidents in compliance with GM Procedure 916, *Workers' Compensation*.

### .05 FIRE SAFETY

- A. Each Unit/Shift shall designate a supervisory officer as the Fire Safety Coordinator.
- B. The Fire Safety Coordinator is responsible for:
  - 1. Posting a fire evacuation plan for the unit that will include:
    - a. The location of fire extinguishers,
    - b. Most direct exit route out of the building, and
    - c. A designated safe assembly point outside the building,



## **SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL**

### ***Procedure 919 – Employee Safety Policy***



2. Ensuring all members know where the fire evacuation plan is posted;
3. Ensuring all members know how to properly operate the fire extinguishers;
4. Contacting Facilities Maintenance Office if fire extinguishers need servicing; and
5. Explaining fire evacuation plan to new members.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## Procedure 920 – College Tuition Reimbursement



Office with Primary Responsibility:	SSO	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	2
Forms Referenced in Procedure:	None	Related Procedures:	None

### .01 INTRODUCTION

- A. This procedure establishes guidelines for the reimbursement of costs (tuition, fees, on-campus parking, and required textbooks) for courses taken by officers from an accredited college or university.
- B. Non sworn members apply for tuition reimbursement in accordance with City Administrative Directive 4.77, *Tuition Assistance Program*.

### .02 TERMINOLOGY (For specific use within this procedure, see Glossary)

Accredited College or University      Fees      Tuition

### .03 REIMBURSEMENT ELIGIBILITY

Officers are entitled to receive reimbursement for the cost of tuition, fees, on-campus parking and the price of required textbooks at a college or university for the course hours in an accredited degree program irrespective of the other sources of aid or funding. Reimbursements shall be made in accordance with the following schedule:

Course Grade	Reimbursement
A	100%
B	90%
C	80%
D or F	0%

### .04 DOCUMENTS REQUIRED FOR REIMBURSEMENT

- A. A copy of a certified degree plan (determined by the officer);
- B. An official transcript (listing the officer's current address and any name changes);
- C. An itemized statement of charges (tuition & fees) listing the officer's current address and any name changes; and
- D. Receipts for textbook purchases (indicating course next to book on receipt), written reports, canceled checks, or copies of front covers of the books are not accepted as proof of purchase.

### .05 REIMBURSEMENT PROCESS

- A. The documents required for reimbursement must be submitted within sixty (60) calendar days of course completion.
- B. Reimbursement for tuition and fees will not exceed the amounts set by Texas state-supported colleges or universities and is paid at Texas Residency Rates. The current University of Texas at San Antonio catalogue is used as the standard for determining appropriate tuition and fees for non state-supported colleges or universities.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



### *Procedure 920 – College Tuition Reimbursement*

C. Percentage of reimbursement for cost of tuition and fees is based on the average of course grades:

Example:	<u>COURSE</u>	<u>GRADE</u>	<u>% To Be Reimbursed</u>
	Criminal Invest.	A	100%
	English	B	90%
	Psychology	C	80%
	<b>Total Percentage</b>	$270\% \div 3 = 90\%$	
	Tuition Cost	\$ 160.00	
	Fees Charged	\$ 40.00	
	<b>Total Cost</b>	$\$ 200.00 \times 90\% = \mathbf{\$180.00}$ (Total Reimbursement)	

D. Percentage of reimbursement for the cost of textbooks is based on the actual course grade.

E. Sales tax charged for the purchase of textbooks is not reimbursed. When purchasing required textbooks, use the City tax number (1-74-60020-70-8) to avoid being charged the sales tax.

F. Reimbursement for cost of textbooks is only for those books required by the course instructor. Cost of supplies, study guides, reference materials, or books not specifically required by the instructor are not reimbursed.

G. The reimbursement process takes a minimum of fifteen (15) working days to complete. The reimbursement will be included in the officer's payroll check.

H. Reimbursement for cost of tuition, fees, and textbooks for correspondence/internet courses is made only under the following conditions:

1. If the course is from an accredited college or university;
2. Completed course hours appear on an official transcript; and
3. Course hours are towards an accredited degree.

I. Officers who are enrolled in an accredited college or university and who under an approved college or university master's or doctorate degree plan are required to complete any course that is not assigned a grade, will upon successful completion of this course be reimbursed by the City at 100% upon presentation of documentation of payment to the registrars office of the college or university at the end of the semester of the required course.

#### **.06 DEGREE COMPLETION**

A. Officers receiving an Associate's, Bachelor's, Master's, Doctoral Degree or who have completed sixty-five (65) or more college hours from an accredited college or university must contact the Police Training Academy to apply for educational incentive pay.

B. Officers must submit documented proof of an Associate's, Bachelor's, Master's, Doctoral Degree, or sixty-five (65) or more college hours completion via an official transcript or diploma within sixty (60) calendar days of completion.

C. The date an officer will start receiving educational incentive pay will be:

1. From the date on the diploma issued for a degree (date submitted, if after sixty (60) days of completion);
2. From the date of the transcript submission, reflecting sixty-five (65) or more college credit hours.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 921 – Psychological Services*

Office with Primary Responsibility:	CTA	Effective Date: Prior Revision Date:	July 24, 2015 July 31, 2010
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, STC, MCC	Number of Pages:	3
Forms Referenced in Procedure:	None	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure provides officers with an understanding of the psychological services available to individual officers and their families.

### **.02 DISCUSSION**

The San Antonio Police Department recognizes the importance of the mental and emotional health of its employees. It also recognizes the many stresses placed on officers by the job they perform and the toll those stresses take on the emotional and behavioral well-being of officers. To help decrease the impact of excessive stress, the Department has a Psychological Services Office prepared to support the psychological needs of its officers and their families through evaluation, counseling, and consultation.

### **.03 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Consultation      Counseling      Critical Incident Stress      Evaluation      Stress

### **.04 AVAILABLE PSYCHOLOGICAL SERVICES**

#### **A. Evaluations**

1. The Psychological Services Office provides psychological evaluations to officers of the Department and their immediate families.
2. Voluntary evaluations may be conducted at the request of an officer or an officer's immediate family. Voluntary evaluations include, but are not limited to, assessments of the following:
  - a. An officer's stress level;
  - b. An officer's or family member's non-job related emotional, cognitive, or behavioral functioning issue; and
  - c. An officer's neuropsychological integrity following a head injury.
3. Appointments for voluntary evaluations may be made by calling the Psychological Services Office at 207-2180.
4. Non-mandatory evaluations may be requested by an officer's supervisor when there is a noticeable change in an officer's on-the-job performance. Some of the factors that may be taken into consideration are as follows:
  - a. An increase in the use of sick leave;
  - b. An increase in the number of citizen complaints;
  - c. Frequently reporting late for work;



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 921 – Psychological Services*

- d. An increase in sarcastic or abusive remarks toward fellow officers;
  - e. Withdrawal from other officers;
  - f. A decline in personal appearance;
  - g. A decrease in impulse control;
  - h. A decrease in productivity; or
  - i. A decrease in the quality of an officer's written reports.
5. Mandatory evaluations may be ordered by the Chief of Police to determine an officer's fitness for duty or emotional, cognitive, and/or behavioral suitability for police work. The evaluations may be for, but not limited to, any of the following incidents:
- a. Any loss of life or serious bodily injury as a result of an officer's actions;
  - b. Police involved shootings;
  - c. Fatality incidents;
  - d. Fatality crashes involving officers;
  - e. The death of an officer;
  - f. Officers involved in critical incidents;
  - g. Officers involved in family disturbance/violence incidents;
  - h. Substance abuse, or
  - i. Report/complaints of criminal wrongdoing; or
  - j. Report/complaints of significant behavioral infractions.

### **B. Counseling**

- 1. The Psychological Services Office provides psychological counseling services to officers of the Department and their families who are experiencing problems in any of the following areas (including but not limited to):
  - a. Substance abuse;
  - b. Depression;
  - c. Suicidal thoughts;
  - d. Physical problems related to stress;



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 921 – Psychological Services*

- e. Panic attacks;
  - f. Temper control problems;
  - g. Family conflicts;
  - h. Eating disorders; or
  - i. Smoking habits.
- 2. Requests for counseling may be made by self-referral, a family member, or an officer's supervisor.
  - 3. Officers may be ordered to counseling by the Chief if the member is involved in a family disturbance/violence incident.
- C. Consultations
- 1. Any supervisory or command officer may consult with the Psychological Services Office on supervisory, operational, or organizational issues.
  - 2. Supervisory officers are encouraged to consult with a staff psychologist prior to counseling an officer due to noticeable changes in the officer's behavior. The staff psychologist should be able to advise the supervisor regarding the importance of the officer's behavioral changes, methods of approaching the officer, and the need for Psychological Services Office intervention.
  - 3. The Psychological Services Office provides consultation services to any unit concerned with the application of psychological knowledge to the development of organizational effectiveness. Included in the appropriate organizational issues for the Psychological Services Office are the following:
    - a. Validation of the assessment and selection process of personnel; and
    - b. The application of psychology in the investigative process.

### **.05 CONFIDENTIALITY OF PSYCHOLOGICAL SERVICES**

- A. All voluntary and non-mandatory evaluations and counseling are confidential information, unless the staff psychologist determines an immediate threat exists to an officer or other party (in such cases, the staff psychologist has a duty to intervene to save lives), or if required by law or subpoenaed by a Judge's order.
- B. Mandatory evaluations and counseling are not considered confidential information. The officer subjected to mandatory evaluation or counseling shall cooperate fully with the staff psychologist and understand the information discussed will be shared with the Office of the Chief.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Procedure 922 – Reporting of Criminal Offenses by Department Members*

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	September 1, 2017 December 21, 2016
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, IDC, SSB	Number of Pages:	2
Forms Referenced in Procedure:	SAPD Form #62-PIR SAPD Form #62-RCO	Related Procedures:	None

### **.01 INTRODUCTION**

This procedure establishes a process for members to follow for reporting any criminal offense committed by members of the Department and ensures an appropriate investigation of the allegations.

### **.02 POLICY**

- A. It is the policy of the San Antonio Police Department that members shall report criminal offenses and significant behavioral infractions committed by Department members through internal channels in order to ensure the Chief of Police is properly notified of the allegations.
- B. This policy is not intended to prevent members from going outside of the Department to report criminal offenses, but is the first step in the reporting process.

### **.03 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Criminal Offense

### **.04 DISCUSSION**

- A. All sworn and civilian members shall report criminal offenses committed by Department members. Through this procedure, members have a means for reporting criminal offenses to two (2) different units within the Department for investigation.
- B. This procedure does not prevent members from reporting criminal offenses committed by Department members to outside agencies, but members should be advised outside agencies may inquire if the Department has a procedure for reporting criminal offenses and if the member followed the Department procedure before filing the complaint with an outside agency.

### **.05 REPORTING OF CRIMINAL OFFENSES**

- A. Any member of the Department who suspects or has knowledge of any criminal offense committed by any Department member shall report the criminal offense in writing using SAPD Form #62-RCO, *Reporting of Criminal Offenses By Department Members*, and hand carry the form to one of the following units.
  - 1. The Office of the Chief; or
  - 2. The Integrity Detail.
- B. In addition to SAPD Form #62-RCO, the reporting member may also fill out the appropriate incident or offense report and submit the report in accordance with General Manual reporting procedures; or
- C. If the member receiving the information about suspected criminal activity is uncertain as to the credibility of the person and/or the information provided, the member may write the information on an interoffice correspondence



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## ***Procedure 922 – Reporting of Criminal Offenses by Department Members***

form without a case number and deliver the information in person to either the Office of the Chief or the Chief's Integrity Detail.

### **.06 INVESTIGATIVE PROCESS**

- A. When a SAPD Form #62-RCO is received in the Office of the Chief, a supervisory officer assigned to the Office of the Chief shall sign the form, provide the reporting member with a copy, make a copy for the Chief's Office, and forward the original form to the Integrity Detail for investigation.
- B. When a SAPD Form #62-RCO is received in the Integrity Detail from a Department member reporting a criminal offense, a Integrity Detail supervisor will sign the form and provide the reporting member with a copy.
- C. All SAPD Forms #62-RCO received in the Integrity Detail, either from the Office of the Chief or directly from a Department member are processed as follows:
  - 1. The Integrity Detail will conduct a preliminary investigation of the criminal offense and report the results to the Chief of Police.
  - 2. The Chief's designee shall meet with the reporting member and advise that member of the preliminary investigation results. The reporting member will be given a completed SAPD Form #62-PIR, *Receipt of Preliminary Investigation Results*, and be asked to sign the form. The form will include a list of outside agencies that may be contacted if the reporting member wants an outside agency to investigate the complaint.
  - 3. The Chief of Police, when necessary, will assign the appropriate follow-up unit to conduct a full investigation of the criminal offense.
  - 4. If a full investigation is necessary, the Chief's designee shall meet again with the reporting member after the investigation is completed and advise that member of the results of the investigation.

### **.07 CONFIDENTIALITY**

- A. Department members assigned to investigate criminal offenses committed by other Department members are advised the information is confidential and not to be discussed with anyone outside of the investigation.
- B. Any violation of the confidentiality rule is a violation of Rules and Regulations and violators are subject to disciplinary actions.

### **.08 NON-RETALIATION**

- A. Neither the Department nor any Department member shall retaliate against another member for reporting a criminal offense committed by a Department member.
- B. If a member reporting a criminal offense committed by another Department member feels he/she is being retaliated against, the member shall immediately notify the Integrity Detail or the Office of the Chief.





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## Procedure 923 – Return to Duty (RTD) Program



Office with Primary Responsibility:	CTA	Effective Date:	July 31, 2010
		Prior Revision Date:	October 01, 2009
Office(s) with Secondary Responsibilities:	COP, PSC, PNC, TSC, FTC, IDC, SSO	Number of Pages:	5
Forms Referenced in Procedure:	SAPD Form #37-DER SAPD Form #37-WER	Related Procedures:	325, 904, 908, 921

### .01 INTRODUCTION

The Return to Duty (RTD) Program establishes the processes necessary to ensure officers receive prompt, effective, and adequate services and support as needed to return to duty. This support is available whenever officers are involved in a serious incident or are absent from the Department for an extended period of time.

### .02 POLICY

- A. Officers who sustain a serious traumatic injury, or who witness a violent, traumatic incident involving death or serious bodily injury, whether on or off duty, or who have been away from the Department more than ninety (90) consecutive calendar days, may be placed into the RTD Program. Additionally, any officer may be placed into this program at the direction of the Chief of Police.
- B. Officers who have sustained a serious traumatic injury, whether on or off duty, will receive both medical and psychological services throughout the stages of their recovery.

### .03 DISCUSSION

- A. The San Antonio Police Department recognizes the importance of the physical, mental, and emotional health of its officers. It also recognizes the many stresses placed on officers and their families when officers are seriously injured or have been away from the Department and not performing police functions for long periods of time. To help decrease the impact of excessive stress, the Department has a Psychological Services Office prepared to support the psychological needs of its officers and their families through evaluation, counseling, and consultation in accordance with GM Procedure 921, *Psychological Services*.
- B. With numerous changes in laws, Department policies and procedures, changes in technology, tactics, and possible loss of driving and firearms skills, the RTD Program is designed to assist the officer's re-introduction into being a fully functional member of the Department.
- C. The RTD Program provides the officer and his family supportive counseling services, if necessary, to help the officer and his family cope and recover from any serious injuries or trauma.
- D. The RTD Program provides training assessment and field work through the Field Training Officer (FTO) Program, designed to assist officers with returning to their assigned duties.
- E. The RTD Program is designed to satisfy the community's expectation that the officers have been properly cared for and are capable of returning to their duties as police officers.
- F. The RTD Program process will ensure the highest degree of continuity and standardization in the reorientation of officers who have missed time from work due to:
  - 1. A serious traumatic injury (whether on or off duty);
  - 2. A serious bodily injury (whether on or off duty);



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## *Procedure 923 – Return to Duty (RTD) Program*



3. Witnessing a violent, traumatic incident involving death or serious bodily injury;
4. Sick leave in excess of ninety (90) consecutive calendar days;
5. Military leave in excess of ninety (90) consecutive calendar days;
6. Any other circumstances where the officer has missed more than ninety (90) consecutive calendar days; or
7. At the discretion of the Chief of Police.

### **.04 TERMINOLOGY** (For specific use within this procedure, see Glossary)

Consultation  
Evaluation

Counseling  
Serious Bodily Injury

Critical Incident Stress  
Serious Traumatic Injury

### **.05 RETURN TO DUTY (RTD) PROGRAM**

- A. The Return to Duty Program shall be coordinated by the Office of the Chief in conjunction with the FTO Program and the Psychological Services Office.
- B. Within twenty-four (24) hours of receiving any notification that an officer has missed time from work due to events outlined in Section .03.F.(1-6), the officer's Division Commander shall route all documentation pertaining to the officer/event to the RTD Program Coordinator in the Office of the Chief.
- C. The officer's Division Commander, in conjunction with the RTD Program Coordinator, the Psychological Services Office, and the Chief of Police, shall review the documentation on the officer and determine if the officer is placed into the RTD Program.
- D. The Chief of Police will make the final decision on whether an officer is placed into the RTD Program.
- E. Officers placed into the RTD Program shall receive mandatory evaluations as outlined in GM Procedure 921, *Psychological Services*.
- F. The Coordinator of the RTD Program, with consultation from the Psychological Services Office, will make recommendations to the Chief of Police regarding limited duty assignments for officers in the RTD Program.
- G. While an officer is physically recovering from his injuries, the Psychological Services Office will offer supportive counseling services to include individual and/or family counseling as well as providing peer group support.
- H. The Psychological Services Office shall conduct counseling services with the officer, as needed, based on the nature and severity of the serious traumatic and/or serious bodily injury sustained.
  1. Psychological counseling services may also be conducted with the officer's family members who choose to receive the counseling.
  2. Psychological counseling services may include, but are not limited to, counseling for stress, critical incident stress, officer evaluations, and other counseling services as outlined in GM Procedure 921.
- I. After an officer is cleared medically to return to duty, the FTO Program Coordinator shall implement a plan designed to assist officers with returning to their police duties.



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### *Procedure 923 – Return to Duty (RTD) Program*

1. An individual training program shall be established for each officer based on the reason for the officer's entry into the RTD Program. The training will be customized for each officer and will consider such things as length of time away from the job, the nature, extent, and seriousness of any traumatic and/or bodily injury sustained, and their duty assignment.
  2. The first stage of training will be conducted at the Training Academy and may include, but not be limited to, Penal Code, Code of Criminal Procedures, Department policies and procedures, physical training, tactics, firearms proficiency, and driving.
    - a. Training Academy Instructors shall document in writing all training provided to the officer, including whether the officer passed or failed the curriculum.
    - b. The FTO Program Coordinator shall review all documentation provided by Training Academy Instructors in determining an officer's fitness to return to police duties.
  3. The second stage of training shall consist of working in the field with an FTO.
    - a. During the first week of "Field Work" with an FTO, the officer will not be at his assigned station, but should be on the same shift. The FTO will complete SAPD Form #37-DER, *Daily Evaluation Report*, each day the officer rides with the FTO.
    - b. At the end of the first week of "Field Work," the FTO will complete SAPD Form #37-WER, *Weekly Evaluation Report*, documenting whether the officer requires additional training or if the officer should advance to the next step in training and to his assigned substation.
    - c. During the second week of "Field Work" with an FTO, the officer should be at his assigned station and shift. The FTO will complete SAPD Form #37-DER each day the officer rides with the FTO.
    - d. At the end of the second week of "Field Work," the FTO will complete SAPD Form #37-WER documenting whether the officer requires additional training or if the officer should be returned to his regular duties.
- J. Officers not assigned to Patrol Divisions who have successfully completed the first stage of training:
1. Will be assigned to their previous units under the direction of their immediate supervisor for at least one week of evaluation.
  2. The immediate supervisor will then make a written recommendation to the Return to Duty Program Coordinator, recommending whether the officer should return to full police duty status or if the officer requires additional training.
- K. Upon an officer completing the RTD Program:
1. The FTO Program Coordinator and/or Return to Duty Coordinator shall review all documentation provided by the FTO or unit supervisor in determining an officer's fitness to return to police duties.
  2. The FTO Program Coordinator will complete a report documenting whether the officer requires additional training or if the officer should be returned to his police duties. The FTO Program Coordinator will then route the report, including all training documentation, to the Psychological Services Office.



## SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

### *Procedure 923 – Return to Duty (RTD) Program*



3. The Psychological Services Office shall review all documentation received from the FTO Program Coordinator and/or Return to Duty Program Coordinator and document whether the officer requires additional services or if the officer should be returned to his police duties. The Psychological Services Office will route all documentation, training assessments, and psychological services recommendation to the Chief of Police.
- L. Upon review of all documentation, the Chief of Police has the following options regarding the officer's status in the Program:
  1. Return to full duty, (In accordance with GM Procedure 904, *Limited Duty Assignments*)
  2. Additional training,
  3. Additional counseling,
  4. Removal from Department. (In accordance with Rules and Regulations and the Collective Bargaining Agreement)

#### **.06 RTD PROGRAM RESPONSIBILITIES**

##### A. Office of the Chief

1. The Chief of Police may order an officer to undergo psychological evaluation or treatment. The Chief of Police will be furnished with a report from the health care professional to whom the officer was referred.
2. Makes the final determination on officer's placement in and release from the RTD Program.

##### B. Return to Duty (RTD) Program Coordinator

1. Coordinates and tracks the RTD Program.
2. Maintains all documentation pertaining to an officer's participation in the RTD Program

##### C. Training Academy Staff

1. The Training Academy Commander shall schedule Academy instructors to instruct officers placed into the RTD Program.
2. Training Academy Instructors shall train officers placed in the RTD program. Additionally, they will make recommendations to the FTO Program Coordinator on an officer's ability to return to police duties.

##### D. Field Training Officer (FTO) Program Coordinator

1. In conjunction with the Psychological Services Office, shall establish individualized curriculum guidelines for those officers required to participate in the RTD Program.
2. Conducts evaluations of officers in the RTD Program, and make recommendations to the Chief of Police on an officer's ability to return to police duties.
3. Maintains copies of documented training and evaluations conducted by Training Academy Staff and FTO's.



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### ***Procedure 923 – Return to Duty (RTD) Program***



#### **E. Field Training Officers (FTO)**

1. Retrains and evaluates officers who are placed into the RTD Program.
2. Makes recommendations to the FTO Program Coordinator regarding an officer's ability to return to full police duties.

#### **F. Psychological Services Office**

1. Provides psychological evaluations to officers who are placed into the RTD Program. Psychological services may also be conducted in conformance with GM Procedure 921.
2. All voluntary and non-mandatory evaluations and counseling are confidential information, unless the staff psychologist determines an immediate threat exists to a member or other party (in such cases, the staff psychologist has a duty to intervene to save lives), or if required by law or subpoenaed by a Judge's order.

#### **G. Officers and Family Members**

1. Officers and immediate family members may request voluntary psychological services by contacting the Department's Psychological Services Office at 207-2180.
2. Officers may make appointments for voluntary evaluations by calling the Psychological Services Office at 207-2180.



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

## Procedure 924 – Mandatory Drug Testing Program



Office with Primary Responsibility:	COP	Effective Date:	July 10, 2013
Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC, SSO	Prior Revision Date:	July 31, 2010
Forms Referenced in Procedure:	None	Number of Pages:	5
		Related Procedures:	303

### .01 INTRODUCTION

- A. This procedure establishes a mandatory drug-testing program for sworn members, agreed upon by the City of San Antonio and the San Antonio Police Officers' Association.
- B. This procedure does not supersede any criminal investigation related to substance abuse by a member of the Department.
- C. The drug testing of non-sworn members is handled in accordance with City Administrative Directive 4.3, *Alcohol and Controlled Substances Testing*.
- D. During times when the Department Drug Testing Coordinator will be unavailable, one of the Chief's Assistant Executive Officers will be designated to temporarily fill that position.

### .02 POLICY

It is the policy of the San Antonio Police Department to maintain a safe work environment for its employees and for the citizens of San Antonio. The presence of controlled substances in the workplace is inconsistent with the highest standards of health and safety in the delivery of police services and will not be tolerated.

### .03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Company                      Drug Testing                      Reasonable Suspicion

### .04 REASONABLE SUSPICION DRUG TESTS

- A. During normal business hours (0745-1630, Mon-Fri) any command or supervisory officer who has reasonable suspicion to believe an officer is under the influence of a drug or controlled substance shall, with the concurrence from the ranking on duty commander, place the officer on administrative duty, write a detailed report requesting a mandatory drug test be conducted on said officer, and contact the Department Drug Testing Coordinator in the Office of the Chief. The detailed report must include a summary of the specific, observable facts that the officer may be under the influence of drugs. The report shall be submitted to the Department Drug Testing Coordinator in the Office of the Chief, at the first available opportunity.
- B. Notification during weekends, holidays, and between the hours of 1630 and 0745:
  - a. When the supervisor requesting the Reasonable Suspicion Drug Test is a Sergeant, he notifies his on-duty Lieutenant, writes a detailed report requesting a mandatory drug test be conducted on said officer, and request the Communications Unit to notify the Department Drug Testing Coordinator.

*Note: In the absence of the Lieutenant assigned to the affected office, the requesting supervisor notifies another on-duty Lieutenant.*

- b. When the supervisor requesting the Reasonable Suspicion Drug Test is a Lieutenant or above, or a Lieutenant responds to the scene at the request of a Sergeant after assessing the situation, he shall with the concurrence from the ranking on duty commander:



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- 1.) Place the officer on administrative duty;
  - 2.) Write a detailed report requesting a mandatory drug test be conducted on said officer; and
  - 3.) Request the Communications Unit to notify the Department Drug Testing Coordinator.
- c. A detailed verbal report shall be given to the Drug Testing Coordinator by requesting supervisor and must include a summary of the specific, observable facts that the officer may be under the influence of drugs. (A written report should be hand-carried to the Department Drug Testing Coordinator in the Office of the Chief, at the first available opportunity.)
- C. The Department Drug Testing Coordinator will then brief the Chief of Police and a decision will be made whether or not to order the requested drug test. The reasonable suspicion must be based on specific, observable facts that an officer may be under the influence on drugs.
- D. The Chief of Police shall have the discretionary authority, based on reasonable suspicion, to order an officer to submit to a mandatory drug test. (Command notification will begin after the Chief has given the order for a Reasonable Suspicion Drug Test.)

#### **.05 MANDATORY DRUG TESTING PROGRAM**

- A. As per the Collective Bargaining Agreement, one hundred percent (100%) of all officers of all ranks shall be susceptible to mandatory drug testing during each calendar year on a fair and impartial statistical basis at the City's expense.
- B. The Mandatory Drug Testing Program is designed and shall be administered to result in disciplinary action only against those officers who have violated the Department's rules, regulations, policies, or procedures.
- C. The Mandatory Drug Testing Program will be administered by the Drug Testing Coordinator, assigned to the Office of the Chief.

#### **.06 SELECTION OF OFFICERS**

- A. A computerized program certified as non-discriminatory and operated by an independent firm hired by the City shall be used to randomly select officers to be tested.
- B. Based on authorized manpower levels as of January 1<sup>st</sup> of each year, twenty-five percent (25%) of all officers will be randomly selected and tested during each year.
- C. The identification numbers (social security numbers) of the officers selected on a monthly basis by the independent firm (hereafter referred to as the "Company") will be provided to the Drug Testing Coordinator.
- D. The Drug Testing Coordinator will be responsible for notifying the Company of the identity of the officers selected for mandatory drug testing.

#### **.07 OFFICER NOTIFICATION AND PRE-TESTING PROCEDURES**

- A. A supervisory officer will notify officers selected for mandatory drug testing in accordance with Section .06 of their selection.
- B. The supervisory officer will have the officer selected for mandatory drug testing sign a written order by the Chief of Police, acknowledging the officer has been ordered to provide a urine specimen for testing.





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### *Procedure 924 – Mandatory Drug Testing Program*

- C. If an officer selected for mandatory drug testing is unavailable due to being sick, attending court, on vacation, etc., he will be ordered to provide a urine specimen as soon as possible upon returning to work.
- D. Officers selected for drug testing will normally be contacted and asked to provide a specimen at the location where they work.
- E. Both the preliminary and the confirmation test will be performed at a SAMHSA/CAP FUDTP certified laboratory.

#### **.08 MANDATORY DRUG TESTS**

- A. Mandatory drug tests shall be conducted to detect the presence of marijuana, cocaine, opiates, amphetamine, and/or phencyclidines in urine specimens.
- B. Mandatory drug tests shall consist of a two-step procedure. The two steps are as follows:
  - 1. An initial drug screening test and, if necessary;
  - 2. A confirmation drug screening test.
- C. Failure of officers to provide urine samples or an attempt to alter, taint, or impair the validity of a urine sample for the initial drug screening test may be considered a refusal to submit to a mandatory drug test. A refusal would be a violation of Rule and Regulation 3.03A, *Insubordination*, and may lead to a recommendation for an officer's termination.
- D. The Chief of Police maintains the right to determine the duty status of officers who refuse to provide a urine specimen.

#### **.09 INITIAL DRUG SCREENING TEST PROCEDURE**

- A. When an officer is notified by a supervisory officer he has been selected for a mandatory drug test, the officer will cooperate fully with supervisors and representatives of the Company and provide a urine specimen.
  - 1. The officer shall be provided a restroom that is private and secure.
  - 2. The officer shall be permitted no more than four (4) hours to provide the sample.
  - 3. During this maximum four (4) hour period, officers will remain in the testing area under observation by the Company representative.
  - 4. Reasonable amounts of fluids may be given to officers to encourage urination.
- B. Officers will be required to provide a minimum of 45 milliliters (ml) of urine to be tested. The urine will be separated into two (2) samples, one 30 ml sample ("A" bottle) and one 15 ml sample ("B" bottle).
- C. When there is a reason to believe an officer may have altered or substituted a urine specimen to be provided, a second urine specimen shall be obtained under the direct observation of the Company representative.
- D. When an officer appears unable or unwilling to give a urine sample to be tested, the Company representative shall document the circumstances on the drug test report form.
- E. Failure of an officer to provide a urine sample may be considered a refusal to submit to a mandatory drug test.



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## Procedure 924 – Mandatory Drug Testing Program

F. The five (5) drugs to be screened and the test cutoff levels in nanogram/milliliter are as follows:

	Drugs	Cutoff Levels
1.	<b>Marijuana metabolite</b>	50 ng/ml
2.	<b>Cocaine metabolite</b>	300 ng/ml
3.	<b>Opiate metabolite</b>	2,000 ng/ml
4.	<b>Phencyclidine</b>	25 ng/ml
5.	<b>Amphetamines</b>	1,000 ng/ml

G. Concentrations of a drug at or higher than the above levels shall be considered a positive test result on the initial drug screening test.

1. An initial positive test result will not be considered conclusive; rather, it will be classified as “confirmation pending.”
2. A positive test result on the initial drug-screening test will automatically require a confirmation drug test be performed.

H. Officers may, at their own expense, request to have the drug test administered at an approved physician’s office, provided the test is administered within five (5) hours after notification by the Chief. The Company representative will accompany the officer.

I. Officers have the right to request their urine sample be stored in case of legal disputes. If the officer requests, the urine sample will be submitted to the designated testing facility where the sample will be maintained for a period of one (1) year from the date the officer provided the urine sample.

### .10 CONFIRMATION DRUG TEST PROCEDURE

A. The 30 ml sample of the officer’s urine will be used to conduct the initial drug screening test and if necessary; a confirmation drug test. The 15 ml sample of the officer’s urine will be stored in case of legal disputes.

B. Should a confirmation test be required due to a positive initial drug-screening test, the confirmation test procedure will be technologically different and more sensitive than the initial drug screening test. A five- (5) panel drug-screening test will be conducted on each drug test by the SAMHSA/CAP FUDTP certified laboratory selected to conduct the drug test.

C. The same five (5) panel drug screen test will be conducted on each confirmation drug test as was conducted on the initial test.

D. The five (5) drugs to be screened and the test cutoff levels in nanogram/milliliter for the confirmation drug test are as follows:

	Drugs	Cutoff Levels
1.	<b>Marijuana metabolite</b>	15 ng/ml
2.	<b>Cocaine metabolite</b>	150 ng/ml
3.	<b>Opiates:</b>	
	<b>a. Morphine</b>	2,000 ng/ml
	<b>b. Codeine</b>	2,000 ng/ml
	<b>c. 6-Acetylmorphine</b>	10 ng/ml



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4.	<b>Phencyclidine</b>	25 ng/ml
5.	<b>Amphetamines:</b>	
a.	<b>Amphetamines</b>	500 ng/ml
b.	<b>Methamphetamine</b>	500 ng/ml

- E. Concentrations of a drug at or higher than the above levels shall be considered a positive test result on the confirmation drug screening test.
- F. Where a positive drug test is confirmed, the officer's urine specimen shall be maintained in a secured, refrigerated storage until any disciplinary action has been finalized.
- G. A post-test interview shall be conducted by a medical review officer from the Company on any officer who has tested positive and the results confirmed. The post-test interview will be conducted in order to ascertain and document the recent use of prescription or non-prescription medicine and direct or indirect exposure to drugs that may result in a false positive test result.

#### **.11 MANDATORY DRUG TEST RESULTS**

- A. All original copies of mandatory drug test results and records shall be submitted to the Chief of Police in a sealed envelope by the Company.
- B. Any officer having a confirmed positive drug test result will be processed for disciplinary action in accordance with GM Procedure 303, *Disciplinary Procedures*. Disciplinary action could include a recommendation for an officer's termination.
- C. The Chief of Police maintains the right to determine the duty status, pending disciplinary action, of any officer refusing to provide a specimen or of any officer having a confirmed positive drug test result.

#### **.12 CONFIDENTIALITY**

- A. All records pertaining to mandatory drug testing shall remain confidential, except to the extent used in a disciplinary process and appeal.
- B. Drug tests results and records shall be stored in a locked file under the control of the Chief.
  - 1. The Chief will maintain original copies submitted by the laboratory.
  - 2. No access to drug test results and records shall be allowed without the written approval of the Chief.
- C. Any employee disclosing any information regarding the identity of an officer selected for mandatory drug testing, that the drug testing is scheduled, and/or the date on which the urine specimen is to be collected is subject to disciplinary action.



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## Glossary

	<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<b>Aa</b>			
	<b>Abandon Pursuit</b>	Means the voluntary withdrawal from a pursuit by the primary vehicle driver, the secondary vehicle driver, or by any additional officers who are authorized by the managing supervisor to engage in the pursuit.	609, 620
	<b>Access Area</b>	Means a readily accessible place where a weapon could be concealed and used in assaulting an officer or other person. Such place includes, but is not limited to: 1. The passenger compartment of an automobile; 2. Various parts of the human body; and 3. Unlocked hand-carried cases, packages, purses, and bags.	508
	<b>Access Card</b>	Means a device issued to and carried by authorized personnel, which allows entry into controlled access areas depending on the level of authorization at the time of application and issuance.	317
	<b>Accredited College or University</b>	Means an institution of higher education that is accredited by its state education department, and by either the Southern Association of Colleges and Schools or a similar regional association recognized by the United States Department of Education. In cases where the validity of a college or university accreditation is raised, outside of this definition, the Chief, at his discretion, may accept or reject the question of any university's accreditation.	920
	<b>Active Resistance</b>	Means the resistance offered by an individual in the form of active physical aggression towards an officer or another person and includes the threat of or actual use of a weapon by an individual against an officer or another person.	501
	<b>Active Shooter</b>	Is an individual actively engaged in killing or attempting to kill people. In most cases, active shooters use firearms and there is no pattern or method to their selection of victims. An "Active Shooter" includes anyone who uses any deadly weapon (knife, club, explosives, etc.) to systematically or randomly inflict death or serious bodily injury.	809
	<b>Active Shooter Incident</b>	Incidents where "one or more subjects participate in a random or systematic shooting/killing spree, demonstrating their intent to continuously harm others. An Active Shooter's overriding objective appears to be that of inflicting death or serious bodily injury on a mass scale, rather than criminal conduct such as robbery, kidnapping, etc."	809
	<b>Administrative Duty</b>	Means the job tasks which do not require an officer to exercise arrest authority as a primary function of his position.	908
	<b>Administrative Leave</b>	Means a member's absence from duty with pay, approved by the Chief of Police.	908
	<b>Administrative License Revocation</b>	Means the administrative process to suspend the drivers' licenses of persons who either refuse or fail a breath or blood test.	507
	<b>Administrative Reports</b>	Means reports generated on a daily, weekly, monthly, quarterly, semi-annually or annual basis, when applicable, that inform officers of operations or activities within the Department.	326
	<b>Administrative Review</b>	Means a documented review of an incident or occurrence prepared for the Chief of Police, or his designee, to determine whether policy, training, equipment, or disciplinary issues should be addressed.	306, 604, 705
	<b>Air Carrier Aircraft</b>	Means any aircraft used for the purpose of regularly scheduled passenger or cargo transportation, with a gross weight of over twelve thousand five hundred (12,500) pounds.	805
	<b>Air Cartridge</b>	Means a device that propels two metal probes connected to the weapon by insulated wires that are designed to transfer electrical voltage. A single use item identified by a serial number. The cartridge is tamper resistant and is sealed with the AFID system in place.	512
	<b>Air Quality Health Alert Day</b>	Means a day when atmospheric conditions exist which may result in an ozone level that exceeds 0.075 ppm.	304
	<b>Airport Operations Area (AOA)</b>	Means a secured, "sterile" area of the airport limited only to the access and movement of aircraft, marked vehicles, and persons with authorized clearance. This area is distinguished by fencing surrounding the perimeter.	805
	<b>Alert III</b>	Means a declared civil on-airport emergency involving a fallen aircraft, initially activating Airport Fire Rescue, Emergency Medical Service, and Airport Police Section.	805
	<b>American Sign Language</b>	Means the signed or written language used by most deaf or hard of hearing persons.	612
	<b>Anti-Felon Identification (AFID)</b>	Means confetti-like discs that disburse at the time that an ECD cartridge is fired. Each AFID is imprinted with the serial number of the cartridge from which it was fired.	501, 512
	<b>Apparent Sudden Death</b>	Death occurring rapidly and generally unexpectedly.	704



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



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<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<i>Approved Ammunition</i>	Means ammunition which has been inspected, approved, and documented by the Firearms Proficiency Control Officer or the Training Academy Commander's designee for use in authorized weapons.	309
<i>Approved Case</i>	Means a Case designed for the make and model of the firearm, safely secures and protects the firearm, provides retention for the firearm, and makes the firearm readily available. The Case must be inspected and approved by the Firearms Proficiency Control Officer or the Training Academy Commander's designee.	309
<i>Approved Firearms</i>	Means Department approved handguns, shoulder weapons, or intermediate weapons.	309
<i>Approved Holster</i>	Means a holster that is designed for the make and model of the firearm, one that safely secures the firearm, provides retention for the firearm, and makes the firearm readily available. The holster must be inspected and approved, by the Firearms Proficiency Control Officer or the Training Academy Commander's designee.	309
<i>Approved Weapon</i>	Means a weapon used by San Antonio Police Officers in the performance of their duties that has been authorized and approved by the Department, as noted in GM Procedure 309, <i>Weapons</i> .	501
<i>Area Command</i>	Area Command is an ICS element used when there are a number of incidents generally in the same area and often of the same kind. Examples of incidents that may be handled under Area Command protocol include two or more hazardous material spills, multiple fires, Fiesta events, and Final Four basketball festivities and games. The use of Area Command is determined by complexity and availability of resources.	801, 802
<i>Armed</i>	Means carrying a weapon or other instrument capable of inflicting death or serious bodily injury.	508
<i>Armorer</i>	Means an authorized member of the Department who is authorized by the Department and qualified to repair or modify authorized weapons or a non-member who is approved by the Department to repair or modify authorized weapons.	309
<i>Arrest</i>	Means the intentional seizure of a person, whether actual or presumed, by an officer who is acting under real or assumed legal authority to do so (coupled with a recognition of the arrest by the person arrested) for the purpose of bringing him before a court to answer for the commission of an offense	502
<i>Articles of Faith</i>	Head covers, clothing, objects, symbols and other items of religious significance that are firmly established within the employee's religion and the religious belief requires wearing the item.	310
<i>Assignment</i>	Means the job tasks of a member, which may include a specific beat, post, or geographical responsibility.	200
<i>Audit</i>	The audit process is an essential mechanism for evaluating the quality of the department's operations, ensuring that the department's goals are being pursued. It is a systematic and independent examination of data, statements, records, documentation, operations and performances of bureaus, divisions, sections, units, shifts, details and offices in order to ensure that control and integrity are maintained throughout the department.	329
<i>Authorization To Continue Pursuit</i>	Means verbal approval, transmitted over the assigned radio channel, by the managing supervisor and acknowledgment by the dispatcher and the officer driving the primary unit.	609, 620
<b>Bb</b>		
<i>Beanie</i>	Means a knitted close-fitting usually navy-blue or black cap worn in cold or stormy weather. (See Watch Cap)	Appendix
<i>Bias</i>	Means a pre-formed negative opinion or attitude toward a group or persons based on their race, religion, ethnicity/national origin or sexual orientation.	711
<i>Bicycle</i>	Means a device that a person may ride and that is propelled by human power and has two (2) tandem wheels at least one of which is more than fourteen (14) inches in diameter.	322
<i>Bicycle Coordinator</i>	Means the Director of the Downtown Bike Patrol Unit or any member under his command designated by him.	322
<i>Bicycle Equipment</i>	Means any items such as light sets, equipment bags, or other parts used in the operation of a bicycle.	322
<i>Biological Fluid Evidence</i>	Means body fluids or secretions (i.e., sperm, blood, saliva, or sweat).	703
<i>Blood-borne Pathogens</i>	Means a Microorganism that can be present in human blood that can cause diseases in humans. The term includes the hepatitis B virus, hepatitis C virus, and human immunodeficiency virus.	615
<i>Body Cavity Search</i>	Means a visual or manual inspection of the prisoner's rectal or genital body cavities. Body Cavity Searches are prohibited without written consent or a search warrant and are only conducted at a medical facility by qualified medical personnel. The probing of the mouth under exigent circumstances to prevent the loss or destruction of evidence is not considered a body cavity search.	601



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	<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
	<b>Body Modification</b>	Body modifications include, but are not limited to tattoos, unauthorized body piercings, intentional scarring, intentional mutilation (a deliberate, intentional injury to one's own body that causes tissue damage or leaves marks for more than a few minutes), and brandings.	310
	<b>Body Worn Camera (BWC)</b>	Means a bodily worn digital recording system and its components used to record audio and video during police interactions.	410
	<b>Bomb Threat</b>	Means an expressed intention to detonate an explosive device.	803
	<b>Boxing-In</b>	Means the intentional movement of authorized vehicles in front of and behind the suspect vehicle when the vehicle is at or near a complete stop to prevent the suspect vehicle from fleeing. Incidental contact of the vehicles may occur if the suspect vehicle attempts to flee and should not be considered a chargeable accident.	609, 620
	<b>Brandishing/Displaying Firearm</b>	Means an officer has his/her firearm out of its holster for his/her safety and includes pointing a weapon at an individual while lawfully exercising his/her police authority.	501
	<b>Breath Test</b>	Means the taking of a breath specimen through the use of an Intoxilyzer to determine the Blood Alcohol Concentration (BAC) of a suspected intoxicated driver.	507
<b>Cc</b>	<b>Call-Out</b>	Means the return to duty by an officer when such officer is instructed to report for duty by an appropriate supervisor or authority.	313
	<b>Caravan</b>	Means operating emergency vehicles in a line or alongside each other in a pursuit.	609, 620
	<b>Catastrophic Illness</b>	Means an illness that is life threatening (i.e., cancer, heart attack, etc.).	328, 915
	<b>Certificate</b>	Means the State Treasurer has received cash or securities in lieu of insurance or a certificate of self-insurance is on file with the State.	607
	<b>Chain of Command</b>	Means the unbroken line of authority extending from the chief of police through a single subordinate at each level of command down to the level of execution.	200
	<b>Chaplain Coordinator</b>	Means a member of the Volunteer Chaplaincy Program with one year of service with the program and who is appointed by the Chief of Police.	328
	<b>Chemical Test</b>	Means the breath test or the voluntary or mandatory blood test for determining the suspects Blood Alcohol Concentration or drug usage, and a urine test conducted for determining drug usage, but does not include the portable breath test.	507
	<b>Chief's Use Of Force Review Board</b>	The Chief's Use of Force Review Board meets monthly to review Use Of Force reports from across the Department to identify any policy or procedural deficiencies, as well as for training and tactical anomalies.	501
	<b>Child</b>	Means those definitions prescribed within the Texas Penal Code, the Texas Code of Criminal Procedure, and the Family Code as applicable.	602, 604
	<b>Choke hold</b>	See Lateral Vascular Neck Restraint (LVNR)	501
	<b>Child Abuse</b>	Means those definitions prescribed within Texas Family Code section 261.001 and may include the elements of the offenses of Injury to a Child, Abandoning or Endangering a Child, and Capital Murder of a Child under Six.	604
	<b>City</b>	Means the City of San Antonio and is used synonymously with the San Antonio Police Department.	301
	<b>City Facilities</b>	Means the Convention Center exhibit halls, banquet halls and future expansions, the Lila Cockrell Theater, the Market Square, the Market Square Smithsonian Building, Fiesta Room and Farmers Market, La Villita, the Alamodome and the Municipal Auditorium.	905
	<b>City Vehicle</b>	Means any motor vehicle that is owned, leased, or borrowed by the City.	313, 609, 620
	<b>Civil Disturbance</b>	Means any domestic emergency such as a demonstration, strike, riot, and/or public panic which has the potential of causing casualties or major damage to property.	314, 802, 804, 806
	<b>Civilian</b>	Means any person who is not a sworn member of the San Antonio Police Department, and includes peace officers from outside law enforcement agencies.	319
	<b>Coaching</b>	Means consistently and intensively training, observing, mentoring, instructing, and prompting sworn members in the fundamentals of police service.	324





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<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<i>Code-One Call</i>	Means a request for police services that does not present an actual and immediate potential for serious injury, damage or loss of property. An example of a code-one call would be an officer dispatched to take a report about a theft that is not in progress or a report of a minor accident (no injuries).	609, 620
<i>Code-Three Emergency Call</i>	Means a request for police service that presents a threat or immediate danger of death or serious bodily injury to any individual. Both, the threat and the need for assistance must be immediate. An example of a code-three emergency call would be a shooting in progress or a disturbance with a knife/gun involved.	609, 620
<i>Code-Two Emergency Call</i>	Means a request for police service where the immediate rapid response or arrival of police units will reduce the probability of serious injury, damage or loss of property. Common code-two responses include bomb threats and animal bite in progress.	609, 620
<i>Command Personnel</i>	Means the Chief of Police, an Assistant Chief, a Deputy Chief, a Captain, or the highest ranking on-duty officer.	314
<i>Term</i>	Definition	Procedure
<i>Command Response Vehicle</i>	Means a police vehicle assigned to a command officer as a take-home vehicle that can be used as an emergency vehicle. Command response vehicles are not marked police vehicles, but are equipped with emergency warning devices (emergency warning lights and siren).	609, 620
<i>Command Uniform</i>	Means a uniform worn by the Chief of Police, Assistant Chiefs, Deputy Chiefs, and Captains.	310
<i>Communicable Disease</i>	Means a disease that can be transmitted by infectious bacteria or viral organisms from one source to another; also called a contagious disease.	615
<i>Company</i>	Means the company and representatives under contract to administer the drug testing program.	924
<i>Compliance Review</i>	Means a follow-up examination to evaluate the progress an organizational component has made toward correcting the deficiencies found in an Operational Review.	329
<i>Computer Hardware</i>	Means, but is not limited to, computers, mobile data terminals, portable mobile data terminals, printers, and mainframes.	323
<i>Concealed Handgun</i>	Means a handgun, the presence of which is not openly discernible to the ordinary observation of a reasonable person.	510
<i>Consultation</i>	Means providing psychological advice from the Department's behavioral science specialists to command, management, or supervisory staff on personnel or operational issues.	921, 923
<i>Contraband</i>	Means anything prohibited or excluded by law.	508, 601
<i>Controlled Substance</i>	Means a substance, including a drug and an immediate precursor, listed in Schedules I through V or Penalty Groups 1 through 4 of Title 6, Subtitle C, Chapter 481, Subchapter B and D, of the Texas Health and Safety Code.	710
<i>Copy</i>	Means the act of duplicating a specific portion of a master tape by use of another recording medium.	406
<i>Counseling</i>	Means the professional guidance of a sworn member through, but not limited to, positive and negative consultation.	324
<i>Counseling</i>	Means a formal series of meetings between two (2) or more persons for the purpose of improving a person's emotional, cognitive, and/or behavioral well-being.	921, 923
<i>Credible Person</i>	Means any reliable and credible person who has observed a particular individual, including a family member, within the last 72 hours and in good faith believes the individual is mentally ill and exhibits a substantial risk of serious harm to self or others. A credible person also includes physicians and other medical personnel who have recently evaluated and/or treated the individual.	611
<i>Criminal Offense</i>	Means conduct which the member believes constitutes a violation of local, state, or federal criminal statutes.	922
<i>Crisis Care Center</i>	Means a mental health facility located at 601 N. Frio St. and is the mental health authority as a provider of mental crisis services for the mentally ill. (210) 225-5481.	611
<i>Critical Incident</i>	Means a high risk situation that imminently poses a continuing threat of death or serious bodily injury to any person by another and includes, but is not limited to, the following types of incidents: 1. Barricaded individual; 2. Bomb incident; 3. High risk suicide situation; 4. Hostage incident; 5. Sniper incident; 6. And Terrorist action.	314, 611, 802, 806





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TERM	DEFINITION	PROCEDURE
<i>Critical Incident Response Teams</i>	Mean the Crisis Negotiators Detail, the SWAT Detail, the Bomb Squad, the K-9 Detail, and the Tactical Response Unit.	802
<i>Critical Incident Stress</i>	Means emotional, cognitive, and/or behavioral deficits, whether short or long term, that result from a person's exposure, either directly or indirectly, to situations that are sudden and unexpected in onset, and life-threatening, threatening to a person's physical or psychological identity, or threatening to a person's fundamental values in life.	921, 923
<i>Curtilage</i>	Means the yard and buildings surrounding a residence or dwelling place and includes any fenced-in areas around the house, any garages, sheds, outhouses, driveways, barns, etc. Curtilage does not include open fields surrounding a residence, vehicles, or commercial business structures. It does not include fire escapes, lobbies, or common hallways of apartment complexes or multi-unit dwellings.	504
<i>Custodial Death</i>	Means the death of an individual who is in the custody of a peace officer or who dies as a result of a peace officer's use of force. A person is considered to be "in the custody of a peace officer" if the person is under arrest or under the physical control or restraint of a peace officer.	705
<i>Custodian</i>	Means an adult with whom the child resides.	602
<i>Custodian of Records</i>	Means the Administrative Services Manager of the San Antonio Police Department Records Office, or an assigned designee.	323
<i>Custody</i>	Means legal or physical control of a person in an area or facility or while in transit; legal, supervisory, or physical responsibility for a person.	602
<b>Dd</b>		
<i>DRE</i>	Means either a drug recognition evaluation or a drug recognition expert. See also "Drug Recognition Evaluation/Expert"	507
<i>Dangerous Drug</i>	Means a device or a drug that is unsafe for self-medication and this is not included in Schedules I through V or Penalty Groups 1 through 4 of Title 6, Subtitle C, Chapter 481, Subchapter B and D, of the Texas Health and Safety Code.	710
<i>Dangerous Object</i>	Means any item capable of causing injury, serious bodily injury, or death.	601
<i>Data Tape</i>	Means the medium used for the recording of computer transmissions and transactions through the utilization of Mobile Digital Terminals (MDT).	406
<i>Dating Relationship</i>	Means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.	604
<i>Dating Violence</i>	Means an act by an individual that is against another individual with whom that person has or has had a dating relationship and that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the individual in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself.	604
<i>Deactivated Cases</i>	Means Internal Affairs cases which are deactivated when the complainant refuses to cooperate in the investigation, the complainant has signed SAPD Form #202-CW, <i>Complaint Waiver</i> , or it is determined during the course of the investigation the accused officer should not be a respondent.	306
<i>Deadly Force</i>	Means force that is intended or known by the actor to cause, or in the manner of its use or intended use is capable of causing death or serious bodily injury.	501
<i>Deaf Person</i>	Means a person who has a hearing impairment, regardless of whether the person also has a speech impairment that inhibits the person's comprehension of the proceedings or communication with others.	612
<i>Department</i>	Refers to the San Antonio Police Department, the members of the organization, and the physical assets of the entity.	200, 301
<i>Department Field Files</i>	Mean files of sworn members that are maintained by the unit where the sworn member is assigned. Departmental field files are for the internal use of the unit where a sworn member is assigned and the Department.	906
<i>Department Personnel Files</i>	Mean files of sworn members maintained by the Accounting and Personnel Office as a record of the sworn member's job history. Departmental personnel files are kept for the internal use of the Department.	906



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<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<b>Departmental Administrative Files</b>	Mean files of sworn members maintained by various units for the internal use of those units and the Department. Departmental administrative files include, but are not limited to: <ol style="list-style-type: none"> <li>1. Departmental driving record files;</li> <li>2. Departmental Internal Affairs Unit files; and</li> <li>3. Departmental training files.</li> </ol>	906
<b>Departmental Orders</b>	Means orders issued for the purpose of instruction, clarification of policy, and establishment of procedure or rules in the form of general orders, special orders, chief's memorandum, personnel orders, training bulletins, and division orders.	200
<b>Department-Issued Equipment</b>	Means all items issued to and used by the member regardless of his unit of assignment. Such equipment includes, but is not limited to: vehicles, weapons and ammunition, radios, radio carriers, telephones, pagers, proximity cards, handcuffs, keys, badge, hat insignia, protective vest, identification card and holder, or other equipment issued through the Department.	914
<b>Department-Issued Firearm</b>	Means a City-owned firearm that is issued to an officer by the Department.	309
<b>Designated Doctor</b>	A doctor selected by the Texas Department of Insurance, Division of Workers' Compensation (TDI-DWC) to make a recommendation about an injured employee's medical condition or to resolve a dispute about a work-related injury or occupational illness.	904
<b>Designated Rifleman</b>	Means an officer who has received written authorization from his Division Commander and the Firearms Proficiency Control Officer or the Training Academy Commander's designee to carry a shoulder weapon.	309
<b>Detention Center Phone Recordings</b>	Recorded phone calls obtained by equipment assigned to the San Antonio Police Department in the Detention Center Facility.	411
<b>Detention Facility</b>	Means the Bexar County Jail, the Bexar County Juvenile Detention Center, or City of San Antonio Detention Center (referred to hereafter as the Detention Center).	601
<b>Detention or Custodial Arrest of a San Antonio Police Officer</b>	Means: <ol style="list-style-type: none"> <li>1. The detaining of an officer for questioning about an incident, except traffic violations,</li> <li>2. The physical arrest of an officer for any felony or misdemeanor offense.</li> </ol>	314
<b>Detonation</b>	Means the discharge of any explosive device other than those associated with personal firearms and fireworks.	803
<b>Digital Evidence</b>	Means any evidentiary information stored or transmitted in digital form.	701
<b>Digital Media Evidence (DME)</b>	Means analog or digital media, including, but not limited to, electronic recordings of video, photograph, audio, film, magnetic and optical media, and/or the information contained therein digitally committed to file and of probative value that is stored or transmitted in binary form.	410
<b>Digital Storage Device</b>	Means any item capable of storing digital evidence including, but not limited to computers, handheld digital devices, digital cameras, external hard drives, printers, flash/thumb drives, etc.	701
<b>Directives</b>	May be used synonymously with departmental orders.	200
<b>Discrimination</b>	Means the act of showing prejudice toward a person or treating a person differently based on his/her sex, age, race, national origin, ancestry, citizenship, religion, disability, or sexual orientation.	918
<b>Disease</b>	Means an infection or sickness to any part of the body that impairs normal functioning.	904
<b>Domestic Minor Sex Trafficking (DMST)</b>	The commercial sexual exploitation of any American citizen or lawful permanent resident who is under the age of 18. DMST is a type of Human Trafficking.	607, 713
<b>Downtown Area</b>	Means an area starting at the intersection of Salado and El Paso Streets; north on Salado to its intersection with Frio Street; thence northeast in a straight line to the intersection of IH 10 and Cadwallader St.; south on IH 10 to IH 35; northeast on IH 35 to a perpendicular point connecting with Cherry Street; south on Cherry Street to Durango Boulevard; west on Durango to the San Antonio River; south along the San Antonio River to Arsenal Street; west on Arsenal to El Paso Street; and then west to El Paso to Salado.	
<b>Dress-out</b>	To change clothes in order to engage in physical exercise or physical activity other than physical activity required as part of an officer's duties or training.	904
<b>Drive Stun Mode</b>	Means pressing the front of the ECD onto the body of a subject resisting lawful orders, and activating the ECD.	501, 512
<b>Drive Stun Mode</b>	Means pressing the front of the ECD onto the body of a subject resisting lawful orders, and activating the ECD.	512



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<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<i>Drug Recognition Evaluation</i>	Means the process the drug recognition expert uses to evaluate a suspect for the use of drugs by means of physical, clinical, and psychological criteria.	507
<i>Drug Recognition Expert (D.R.E.)</i>	Means an officer trained to predict which of the seven (7) drug categories is causing the impairment of a driver that is not under the influence of alcohol.	507
<i>Drug Testing</i>	Means the compulsory production and submission of urine by an officer for chemical analysis to detect the presence of prohibited drug usage.	924
<b>Ee</b>		
<i>Effective Communication</i>	Means being able to understand what a deaf or hearing impaired person is trying to relate or being able to relate to a deaf or hearing impaired person through talking, writing, or sign language or any combination of the three forms of communication.	612
<i>Efficiency Review</i>	Means an examination, generally unscheduled, conducted regarding an organizational component's compliance with the General Manual, Accreditation Standards, Standard Operating Procedures (SOP), goals and objectives, and budgetary accounts.	329
<i>Electronic Control Devices (ECD)</i>	Means intermediate weapons that are considered non-deadly and intended, designed, made, or adapted to temporarily immobilize a person, or elicit cooperation through pain compliance, by inflicting an electrical charge. Electronic Control Device is synonymous with the term Conducted Energy Device (CED).	501, 512
<i>Emergency Operation</i>	Means driving an emergency vehicle according to state law and this procedure in response to a code-two or code-three call or in pursuit of a fleeing vehicle.	609, 620
<i>Emergency Vehicle</i>	Means a marked police vehicle or a marked police motorcycle equipped with emergency warning devices (warning lights and sirens), or a command response vehicle.	609, 620
<i>Entry Team</i>	Means the group of officers that make the initial entry into the location where the warrant is executed and may be used as members of the security team and/or search team.	503, 504
<i>Evaluation</i>	Means a formal interview, oral or written, designed to assess a person's emotional, cognitive, or behavioral well-being.	921, 923
<i>Event Assignment Coordinator</i>	Means the officer designated by command authority to obtain names of officers for assignment to Fiesta events from the POFS system or for a special event from the PSES system.	917
<i>Event Commander</i>	Means the officer designated by command authority as the officer-in-charge of a Fiesta event or special event.	917
<i>Evidence</i>	Means property which may be used in a criminal proceeding to support an allegation made by the State. Should doubt exist as to the classification of the impounded property, it is classified as evidence.	606
<i>Evidence of Financial Responsibility</i>	Means: 1. A motor vehicle liability insurance policy covering the vehicle or a photocopy of the policy; 2. A standard proof of motor vehicle liability insurance form prescribed by the Texas Department of Insurance under Section 601.081 of Chapter 601 and issued by a liability insurer for the motor vehicle; 3. An insurance binder that confirms the operator is in compliance with Chapter 601 of the Motor Vehicle Safety Responsibility Act; 4. A surety bond certificate issued under Section 601.121 of Chapter 601; 5. A certificate of deposit with the comptroller covering the vehicle issued under Section 601.122 of Chapter 601; 6. A copy of a certificate of deposit with the appropriate county judge covering the vehicle issued under Section 601.123 of Chapter 601; or 7. A certificate of self-insurance covering the vehicle issued under Section 601.124 of Chapter 601 or a photocopy of the certificate.	607
<i>Evidence Officer</i>	Means the officer who has been assigned the responsibility to collect all evidence found during the execution of the search warrant. This officer will also be responsible for impounding all evidence in the property room in accordance with General Manual Procedure 606, <i>Impounding Property</i> .	504
<i>Exigent Circumstances</i>	Mean those emergency, unforeseen occurrences, or combination of circumstances which call for immediate action. Exigent circumstances may exist when there is a possibility: 1. That a wanted suspect may escape; 2. Of bodily injury to any person; 3. That important evidence will be lost or destroyed; and/or 4. Of serious damage to property, real or personal.	502, 504
<i>Explosive Device</i>	Means any device or instrument constructed to explode by any chemical, mechanical, or nuclear means.	803



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	<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
	<i>Exposure Incident</i>	Means contact with blood or other potentially infectious material through the eye, mouth, other mucous membranes, or the non-intact skin. Examples of non-intact skin include dermatitis, hang-nails, cuts, abrasions, chafing, acne, etc.	615
	<i>Extension of Police Service</i>	Means utilizing the vested police powers and law enforcement related training provided by the City in outside employment to provide police related services such as preserving the peace, enforcing the law, security, and controlling traffic and crowds for an outside employer.	905
	<i>Extensions</i>	Means Quantity times Denomination (i.e., 7 x \$10.00 = \$70.00) thus \$70.00 is the Extension. Not to be confused with Total Amount which is the Total contained in the Currency Bag.	606
	<i>Extortion</i>	Means a threat of violence involving a demand for anything of tangible or intangible value.	803
<b>Ff</b>	<i>Fallen Aircraft</i>	Means any event where an aircraft contacts an object outside its normal scope of operation which results in damage or injury.	805
	<i>Family Disturbance</i>	Means an act of disorder or an act to destroy the tranquility or composure by a member of a family or household against another member of the family or household that has not yet escalated into an act of family violence.	604
	<i>Family Violence</i>	Means an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself. This also does not include the reasonable discipline of a child by a person holding that duty.	603, 604
	<i>Fees</i>	Means the customary costs, other than tuition, associated with the normal registration process at a college or university.	920
	<i>Field Contact</i>	Means a personal encounter initiated by an officer for the purpose of conducting an interview.	508, 618
	<i>Field Custody Prisoner</i>	Means an arrested person in the control of an officer prior to being released into the custody of detention personnel at a detention facility.	601
	<i>Fiesta Events</i>	Mean activities or events that have previously been included in the official Fiesta calendar, and any new activities or events added to the calendar by the Fiesta Commission or the City.	917
	<i>Financial Responsibility</i>	Means the financial ability to pay for damages caused in a traffic accident for which one is liable (for further reference: TTC 601.051).	607
	<i>Firearm</i>	Means any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance, or any device readily convertible to that use.	309, 319
	<i>Firearms Proficiency Control Officer</i>	Means the police sergeant assigned to the Training Academy Firearms Range staff or an individual assigned by the Training Academy Commander.	309
	<i>Follow(ing)</i>	Means to drive behind a subject vehicle without using emergency warning devices or any other method of instruction to stop by the officer. The police vehicle must adhere to traffic laws and traffic control devices.	620
	<i>Force</i>	Means an officer's presence, the use of verbal communications, physical force as described in this procedure, or the use of a weapon to achieve a lawful police objective.	501
	<i>Formal Field Identification</i>	Means an identification procedure in which the suspect is presented singly to the witness (also known as "show-up" and "one-on-one").	702
	<i>Formal Uniform</i>	Means a regulation uniform (as described in the appendix) with <b>all</b> required accessory items.	310
	<i>Found Property</i>	Means an item which has been located by an officer or a citizen and appears to have been lost or abandoned.	606
	<i>Frisk</i>	Means a limited search of a person and his access areas for the purpose of discovering weapons.	508, 601
<b>Gg</b>	<i>Gender</i>	Use of the masculine gender shall also include, where applicable, the female gender.	200
	<i>Gender Expression</i>	How one expresses oneself, in terms of dress, mannerisms and/or behavior that society characterizes as "masculine" or "feminine."	618
	<i>Gender Identity</i>	A person's perception of having a particular gender, which may or may not correspond with their birth sex.	618



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Glossary

<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<b>Guardian</b>	Means the person who, under court order, is the guardian of the child, or the public or private agency with whom the child has been placed by a court.	602
<b>Hh</b>		
<b>Handgun</b>	Means any firearm that is designed, made, or adapted to be fired with one (1) hand.	510
<b>Handgun Mounted Weaponlight</b>	A <b>flashlight</b> used in conjunction with a handgun to aid low light target identification, allowing the officer to simultaneously aim and illuminate the target.	309
<b>Handheld Digital Device</b>	Means small digital storage devices such as cell phones, PDAs, mp3 players and iPods.	701
<b>Handling Investigator</b>	Means any investigator that is assigned to follow up an offense. This investigator is responsible for establishing probable cause against a known offender. Based on the case details, the offender's characteristics, and the threat to public safety, this investigator is also responsible for the decision to seek an arrest warrant or to file the case at large and may also serve as the Officer in Charge or the Verification Officer.	503
<b>Harassment</b>	Unwelcome conduct that is based on race, color, religion, sex, (including pregnancy), national origin, age (40 or older), disability, ancestry, citizenship, sexual orientation, gender identity/expression, or any other legally protected category. Harassment becomes unlawful where: <ol style="list-style-type: none"> <li>1. enduring the offensive conduct becomes a condition of continued employment;</li> <li>2. submission to or rejection of such conduct is used as the basis for any employment decision affecting the harassed person; or</li> <li>3. The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.</li> </ol> Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.	918
<b>Hate Crime</b>	Means a criminal offense committed against persons, property, or society that is motivated, in whole or in part, by an offender's bias against an individual's or a group's race, religion, ethnic/national origin, gender, age, disability, or sexual orientation.	711
<b>High Readiness - Warning Conditions</b>	Means that the Department has been placed in a high readiness condition because a more predictable threat of terrorist activity exists or that intelligence has been received indicating some form of terrorist action is imminent. This level may be associated with the federal color-coded Threat Condition of Red.	807
<b>Hog-Tying</b>	Means restraining a prisoner by positioning him with his body stomach-side down and his hands and feet joined in the back.	601
<b>Hold</b>	Means the retention and preservation of the requested tape for a six (6) month period.	406
<b>Holding Area</b>	Means the area of the Property Room where officers enter to impound property.	606
<b>Homicide Bomber</b>	Means an individual who seeks to commit murder with the use of an explosive device and the explosion/blast will likely cause the death of that individual.	803
<b>Hostage Barricade Crisis</b>	Develops when one or more terrorists or criminals hold people against their will and try to hold off the authorities by force, threatening to kill the hostages if provoked or attacked. In a hostage barricade crisis, the primary purpose is usually not inflicting death or serious bodily injury on a mass scale. Hostages are needed as bargaining tools.	809
<b>House Rules</b>	Refer to internal rules and policies that govern consumers and patrons of the business or event as they concern the management and activities of consumers and patrons while at said businesses or event. (See Private Policies)	905
<b>Household</b>	Means a unit composed of persons living together in the same dwelling, whether or not these persons are related to each other, and includes former members of a household who have filed an application for a protective order, or for whom protection is sought.	603
<b>Human Immunodeficiency Virus (HIV)</b>	Means the virus that causes AIDS (Acquired Immunodeficiency Syndrome).	615
<b>Human Smuggling</b>	Transportation of people into the United States involving deliberate evasion of immigration laws. The offense includes bringing illegal aliens into the United States as well as the unlawful transportation and harboring of aliens already in the United States.	713
<b>Human Trafficking</b>	Means through the use or threatened use of force, fraud or coercion, inducing another to perform a commercial sex act, or through any means, inducing a person younger than 18 years of age to perform a commercial sex act, or the recruitment, harboring, provision or obtaining of a person for labor or services through the use of force, fraud or	713



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<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
	coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage or slavery.	
<b>ii</b>		
<i>Immediate Family Members</i>	Means mother, father, legal spouse, child or children, siblings, and other members of the immediate household residing with the officer.	313
<i>Immediate Notification</i>	Means as soon as practical but not less than ninety days (90) prior to the evaluation period.	324
<i>Immediately</i>	Means as soon as possible and feasible.	200
<i>Impounded</i>	Means when a vehicle is taken into custody and removed to a vehicle storage facility.	607
<i>Impounding</i>	Means placing property that is in the custody or control of the Department into the Property Room.	606
<i>Inappropriate Behavior</i>	Means, but is not limited to any comments or conduct which others find offensive or degrading, even though they may not constitute "sexual harassment" or other prohibited harassment and/or discrimination.	918
<i>Incident Zones</i>	Means: <ol style="list-style-type: none"> <li>1. Cold Zone (Support Zone): The "clean" area outside of the contamination control line. In this area, equipment and personnel are not expected to become contaminated. Special protective clothing is not required. This is the area where resources are assembled to support the hazardous substances/materials release operations.</li> <li>2. Warm Zone (Contamination Reduction Zone): The area between the Exclusion Zone and the Support Zone. This zone contains the personnel decontamination station. This zone may require a lesser degree of personnel protection than the Exclusion Zone. This separates the contaminated area from the clean area and acts as a buffer to reduce contamination of the "clean" area.</li> <li>3. Hot Zone (Exclusion Zone): The area immediately around a spill or release and where contamination does or could occur. This area is also in the innermost of the three zones of a hazardous substances/material incident. Special protection such as body armor or personal protective equipment (PPE) gear is required for all personnel while in this zone.</li> </ol>	802
<i>Increased Readiness - Watch Conditions</i>	Means that the Department has been placed in an increased readiness condition because a general threat of possible terrorist activity exists, but the nature and extent of the threat are unpredictable. This level may be associated with the federal color-coded Threat Condition of Orange.	807
<i>Infectious Materials</i>	Means materials including but not limited to: human body fluids, syringes, and needles.	615
<i>Informal Field Identification</i>	Means a procedure in which an officer takes a witness to observe a suspect who is at liberty, and who is, in most cases, unaware that he is being observed.	702
<i>Injury</i>	Means physical pain, illness, or any impairment of physical condition.	501
<i>Injury</i>	Means damage or harm to the physical structure of the body, and includes such diseases that naturally result from an injury.	904
<i>Insurance</i>	Means insurance coverage on a specific motor vehicle at the level of liability insurance meeting the state minimums or greater.	607
<i>Intermediary</i>	Means a person who acts as a translator for a qualified interpreter. Often the sign language being used is not the ASL in which the qualified interpreter is trained. The intermediary will translate the dialect of sign language into standard ASL for the qualified interpreter.	612
<i>Intermediate Weapon</i>	Means a non-deadly weapon issued by the Department to provide officers with force alternatives between Open/Empty Hands Control and a Firearm. An Intermediate Weapon is not intended to cause permanent physical injury or death. Intermediate Weapons include the baton, expandable baton (ASP), Rapid Containment Baton (RCB), bean bag, pepper ball, sage gun, electronic control devices (ECD), oleoresin capsicum (OC) spray, chemical agents, and other non-deadly weapons or devices approved by the Chief of Police.	309, 501
<i>Interrogation</i>	Means the questioning of a person who has been stopped or arrested and is suspected of criminal activity.	508, 712
<i>Interview</i>	Means the questioning of a person by an officer when the person is not suspected of criminal activity at the time of the encounter.	508, 618, 712
<i>Interview/Interrogation Room</i>	Means a room within a police facility used to interview witnesses or interrogate suspects involved in criminal activities.	712
<i>Intoxicant</i>	Means any alcoholic beverage or controlled substance, which, when introduced into the body, may cause an impairment of any mental or physical capacity.	200





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<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<i>Intoxicated</i>	Means not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body; or having a blood alcohol concentration of 0.08 or more.	507, 602
<i>Intoxication</i>	Means any level of mental or physical incapacitation resulting from the voluntary introduction of any alcoholic beverage or controlled substance into the body.	200
<i>Intrusionary Removal</i>	Means entering the human body for the purpose of retrieving evidence, such as blood and saliva for DNA comparison.	703
<i>Investigative Supervisor</i>	Means any supervisor assigned to the investigative unit that is assigned to follow-up an offense. This supervisor is responsible for authorizing and monitoring the walking of warrants by the handling investigator and may also serve as the Warrant Execution Supervisor.	503
<i>Involuntary Transfer</i>	Means an officer did not initiate a transfer action, but was drafted or reassigned involuntarily.	903
<b>Jj</b>		
<i>Juvenile</i>	Means the same as "Child" and both words are used interchangeably in this procedure.	507, 602
<b>Kk</b>		
<b>Li</b>		
<i>Lateral Vascular Neck Restraint (LVNR)</i>	The lateral vascular neck restraint (LVNR), commonly known as a sleeper hold, or carotid chokehold, is a general term for a grappling hold that critically reduces or prevents either air (choking) or blood (strangling) from passing through the neck of an opponent. The restriction may be of one or both and depends on the hold used and the reaction of the victim.	501
<i>Law Enforcement-Initiated Action</i>	Means includes but is not limited to traffic and pedestrian stops, questioning, interviewing, frisks, detentions, inspections, consensual or nonconsensual searches of person(s) or vehicle(s), or arrest of a person(s), and in asset seizure and forfeiture efforts.	618
<i>License Holder</i>	Means a person who has been issued a license by the Texas Department of Public Safety to carry a concealed handgun.	510
<i>Life Threatening Incident</i>	Means an incident in which extreme violence or the possibility of death might occur.	701
<i>Limited Duty Assignment</i>	Means a duty assigned to an officer who has some degree of physical or mental disability.	904
<i>Live Lineup</i>	Means an identification procedure in which a live suspect is placed in a group setting and presented to an eyewitness.	702
<i>Local Government Record</i>	Means any document, paper, letter, book, map, photograph, sound or video recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by a local government or any of its officers or employees pursuant to laws, including an ordinance, or in the transaction of public business.	323
<i>Local Mental Health Authority</i>	Means an entity to which the Department of State Health Services designates its authority and responsibility within a specific region for planning, policy, development, coordination, including coordination with criminal justice entities, and resource development and allocation and for supervising and ensuring the provision of mental health services to persons with mental illness in the most important and available setting to meet individual needs in one or more local service areas.	611
<i>Lost Persons</i>	Means those persons temporarily separated from their party or relatives.	610
<b>Mm</b>		
<i>Major Crime</i>	A crime that involves a death, serious bodily injury, sexual assault or any instance in which the Homicide or Special Victims Unit will be the lead investigating/follow up Unit.	701
<i>Master Video Recording</i>	Means the original video tape or the digital video copy of any incident that might be considered as physical evidence in an offense.	701
<i>Managing Supervisor</i>	Means the supervisor assigned to control a pursuit situation.	609, 620
<i>Manmade Disaster</i>	Means a threat to public safety created by fire, conventional or nuclear explosion, and accidents involving hazardous materials, train mishaps, aviation crash, and/or utility outages or shortages.	314
<i>Marked Police Vehicle</i>	Means a police vehicle displaying an emblem of the Police Department. Marked police vehicles may be equipped	609, 620





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<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
	with emergency warning devices.	
<b>Maximum Readiness - The Event</b>	Means that the Department has been placed in a maximum readiness condition because a terrorist incident has occurred.	807
<b>May</b>	Means the action is permissive.	200
<b>Member</b>	Means all employees of the San Antonio Police Department.	200, 301
<b>Mental Health Crisis</b>	Means situations in which an individual, because of a potential or actual mental illness, presents a danger to self or others, or who's mental or physical health is at risk of serious deterioration. Mental Health Crisis situations may include, but are not limited to: <ol style="list-style-type: none"><li>1. Situations in which mentally ill persons are involved in disturbances;</li><li>2. Criminal offenses;</li><li>3. Suicides;</li><li>4. Suicide threats;</li><li>5. Suicide attempts;</li><li>6. Threats made to harm another; and</li><li>7. When a mentally ill person's health is at risk of serious deterioration, physically or psychologically, to a point that they are a danger to themselves or to others.</li></ol>	611
<b>Mental Health Facility</b>	Means an inpatient psychiatric hospital or emergency room, including the Crisis Care Center.	611
<b>Mental Health Facility Missing Person</b>	Means a person who is receiving inpatient mental retardation services or court ordered inpatient mental health services in a mental health facility and that person leaves the facility without notifying the facility, or without the facility's consent.	610
<b>Mental Illness</b>	Means an illness, disease, or condition (other than epilepsy, senility, alcoholism, or mental deficiency) that: <ol style="list-style-type: none"><li>1. Substantially impairs a person's thought, perception of reality, emotional process, or judgment; or</li><li>2. Grossly impairs behavior as demonstrated by recent disturbed behavior.</li></ol>	611
<b>Mentally Ill Person</b>	Means a person who is exhibiting symptoms of mental illness and who is recognized by a peace officer or other credible person as being mentally ill and who may be in need of mental health care services.	611
<b>Military Aircraft</b>	Means any aircraft contracted with or belonging to a military service of the United States of America or foreign country.	805
<b>Minimum Coverage</b>	Means the state mandated level of liability insurance coverage required that each motorist carry on each vehicle licensed to operate on the roadway. The minimum liability insurance required by law is \$25,000 bodily injury per person, \$50,000 bodily injury per accident, and \$20,000 for property damage per accident.	607
<b>Minor</b>	Means a person under 21 years of age as defined in the Texas Alcoholic Beverage Code, Section 106.01, Definition, and includes juveniles.	507
<b>Misdemeanor Citation</b>	Means either a Misdemeanor Notice to Appear, a Notice of Traffic Violation, or a Parking Violation Notice.	709
<b>Missing Person</b>	Means anyone meeting the following criteria: <ol style="list-style-type: none"><li>1. Disabled: A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.</li><li>2. Endangered: A person of any age who is missing under circumstances indicating that his/her physical safety is in danger.</li><li>3. Involuntary: A person of any age who is missing under circumstances indicating that the disappearance was not voluntary, i.e., abduction or kidnapping.</li><li>4. Juvenile: A person under the age of 21 who is missing and does not meet any of the entry criteria set forth in any other category.</li><li>5. Catastrophe: A person of any age who is missing after a catastrophe.</li><li>6. Other: A person over the age of 21 not meeting the criteria for entry in any other category who is missing and for whom there is a reasonable concern for his/her safety.</li></ol> <p>NOTE: A record for a missing person who is age of 21 and over may be entered in the Missing Person File provided the entering agency has signed documentation in its possession supporting the stated conditions under which the person is declared missing. This written documentation will aid in the protection of the individual's right to privacy.</p>	610
<b>Motor Vehicle</b>	Means a vehicle that is propelled or drawn by mechanical power.	607
<b>Motor Vehicle Stop</b>	Means stopping of a motor vehicle for an alleged violation of the traffic code or city ordinance violation.	618
<b>Must</b>	Means the action is mandatory.	200



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	<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<b>Nn</b>	<i>Name</i>	Means the legal name of a person.	703
	<i>Natural Disaster</i>	Means the damaging effects of hurricanes, tornadoes, windstorms, thunderstorms, floods, earthquakes, or other natural phenomena.	314, 802, 806
	<i>Neuromuscular Incapacitation (NMI)</i>	Means disruption of the sensory and motor nervous systems causing an involuntary contraction of muscles.	512
	<i>Non-deadly Force</i>	Means any use of force other than that which is considered deadly force.	501
	<i>Non-extension of Police Service</i>	Means performing outside employment or volunteer work of a non-police nature	905
	<i>Non-Occupational Condition</i>	Means: 1. An injury or a disease incurred by an officer while not acting in the course and scope of his employment as a police officer for the City of San Antonio; or 2. Pregnancy, childbirth, or a related medical condition.	904
	<i>Non-Sworn Member</i>	Means a Civilian City Employee of the San Antonio Police Department.	301
	<i>Normal Business Hours</i>	Means those hours between 0745 and 1630, Monday through Friday, excluding holidays.	314
	<i>Normal Conditions</i>	Means that a general threat of possible terrorist activity exists, but the threat only warrants routine security measures. This level may be associated with the federal color-coded Threat Conditions of Green, Blue, or Yellow.	807
	<i>Notification of Emergency Detention</i>	Is a state-mandated form used to document the taking of a person into custody by means of a warrantless emergency detention.	611
<b>Oo</b>	<i>Observer</i>	Means a civilian who received written authorization on SAPD Form #166-AR (Civilian Observer Authorization & Release) to ride in a police vehicle.	319
	<i>Occupational Disease</i>	Means a disease to any part of the body incurred by an officer while acting in the course and scope of his employment as a police officer for the City of San Antonio. The exposure to an Occupational Disease contracted by the officer must be documented in accordance with General Manual Procedure 615, <i>Exposure to Communicable Diseases and Other Public Health Risks</i> , and Procedure 916, <i>Worker's Compensation</i> .	904
	<i>Occupational Exposure</i>	Means an exposure incident resulting from the performance of a member's duties.	615
	<i>Occupational Injury</i>	Means an injury incurred by an officer while acting in the course and scope of his employment as a police officer for the City of San Antonio. The Occupational Injury must be documented in accordance with General Manual Procedure 916, <i>Worker's Compensation</i> .	904
	<i>Off-Duty Employment Coordinator</i>	Means the officers assigned to the Off-duty Employment Detail for the purpose of assigning and regulating security at city facilities.	905
	<i>Off-Duty Employment In City Facilities</i>	Means work assigned to officers at one of the designated city facilities by the Off-Duty Employment Detail. Off-Duty employment in city facilities entails general security, crowd and traffic control and other police related activities.	905
	<i>Officer and Sworn Member</i>	Means those employees of the Department, regardless of rank, who are sworn in, as provided by law, to perform the duties of a regular police officer for the City of San Antonio. The words may be used interchangeably.	301
	<i>Officer Case Study</i>	Means a detailed review of an officer's entire employment history with the Department prepared by the Officer Concern Program Coordinator.	306
	<i>Officer Involved Shooting</i>	Means: 1. An incident in which an officer discharges a firearm and the discharge resulted in a death or injury to any person; or 2. Any incident in which an officer uses deadly force against another or deadly force is used against an officer, which results in death or serious bodily injury to any person; or 3. Any incident in which an officer discharges a firearm at an individual or vehicle regardless of whether intended target is hit.	314, 705



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TERM	DEFINITION	PROCEDURE
<i>Officer Involved Shooting Review Committee</i>	Means a group of citizens and officers (inclusive of Homicide Unit, Internal Affairs, Training Academy, and SAPOA representatives) and citizens designated by the Chief of Police, who report directly to the Deputy Chief in command of the Investigations Division or his designee, responsible for providing the Chief of Police a true assessment of the incident as it relates to training, and policy & procedure deficiencies.	705
<i>Officer's Presence</i>	Means the actual physical presence and includes the display of authority an officer demonstrates which begins with an initial contact and continues until the officer ends the contact.	501
<i>Officer-In-Charge</i>	Means the officer that applies for and obtains the warrant and/or the officer that executes the warrant. The Officer-In-Charge shall not be the same as the Verification Officer.	503, 504
<i>Oleoresin Capsicum (OC) Spray</i>	Means a non-flammable chemical agent and an intermediate weapon.	501
<i>Open/Empty Hands Control</i>	Means using physical force to manipulate a person's arms and hands during handcuffing, and the support provided a handcuffed person while walking, turning, or entering and exiting a vehicle. This force includes physical touching, gripping or holding, pain compliance measures, pressure point applications, come-along techniques, and takedowns. This force does not include punching, striking, and kicking.	501
<i>Operational Assessment</i>	Means a comprehensive examination conducted on an organizational component of the Department to evaluate the quality of their overall performance, in meeting its goals and objectives.	329
<i>Order of Protective Custody</i>	Means an order signed by a judge that authorizes a peace officer designated by the court to take a person into custody and to transport him to a designated hospital or mental health facility for an evaluation and treatment pending a hearing on a filed Application For Court-Ordered Mental Health Services.	611
<i>Outcry Witness</i>	Means the first person 18 years of age or older that the victim of a sexual assault told about the assault.	703
<i>Outer Clothing</i>	Means garments including coats, waistband and pocket exteriors when inside heavy coats, hats, pants, cuffs, boot tops, and such other places where the touching of a person would reveal that he is armed.	508
<i>Outside Employer</i>	Means a person or organization for whose benefit an officer performs a service or who may exercise control over the officer in the performance of the officer's outside employment.	905
<i>Outside Employment</i>	Means work or occupational activity performed off-duty for wages, salary, commission, percentage, or compensation of any kind, whether or not it is provided as a donation, charity, or otherwise and includes, but is not limited to: self-employment, contractual employment, or employment by an agency, business, enterprise, or others.	905
<i>Ozone</i>	Means a gas formed by a series of complex reactions involving <i>Volatile Organic Compounds</i> (VOC), such as fuels, solvents, and paints, and oxides of nitrogen (NOx), from incomplete combustion, in the presence of sunlight under certain atmospheric conditions.	304
<b>Pp</b>		
<i>Paralleling</i>	Means operating an emergency vehicle on streets parallel to the pursuit route.	609, 620
<i>Parent</i>	Means the mother, the father whether or not the child is legitimate, or an adoptive parent, but does not include a parent whose parental rights have been terminated.	602
<i>Passive Resistance</i>	Means a refusal to comply with an officer's verbal commands or open/empty hands control techniques and does not convey a threat to the officer or another person.	501
<i>Pedestrian Stop</i>	Means an interaction between a peace officer and an individual who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.	618
<i>Performance Evaluation</i>	Means an objective appraisal of a sworn member's work performance based on observation and documented data.	324
<i>Performance Evaluation Period</i>	Means a twelve month period, from January 1st through December 31st.	324
<i>Personal Property</i>	Means an item, which can be identified as belonging to an individual or organization and cannot be classified as evidence, recovered property, or found property.	606
<i>Personally Owned Firearm</i>	Means a firearm owned by an individual Officer, which has been registered with the Department as an approved firearm, and which Officers may carry on-duty or off-duty in a Police capacity.	309
<i>Personnel</i>	Means both civilian and sworn employees of the San Antonio Police Department.	323



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<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<i>Personnel Record</i>	Means a record other than a police record.	323
<i>Photo Display</i>	Means an identification procedure in which a group of photographs is displayed before the witness (also known as "mug-lineup" and "photo spread").	702
<i>Physical Evidence</i>	Means anything which can establish that a crime has been committed or which can provide a link between a crime and its victim or a crime and its actor.	701
<i>Physical Force</i>	Means the use of physical strength and agility, or other physical techniques officers are trained in to achieve a lawful police objective.	501
<i>Plan of Action</i>	Means a written, formulated course of action designed to be a non-punitive way of addressing an officer's unacceptable behavior to the benefit of the officer and the Department.	306
<i>Planning Session</i>	Means a Supervisory Officer discusses levels of work performance expected by the Officer in relation to the evaluation criteria listed in 6-PE, Police (Sworn) Employee Annual Performance Evaluation.	
<i>Planned Events</i>	Means those activities for which permits are required, large numbers of persons may gather or attend, or unique security or traffic control efforts are required and such activity is known in advance. Examples include, but are not limited to, parades, sporting events, dignitary protection; First Amendment rights activities, cultural and civic events, religious gatherings, labor disputes, and community activities.	804
<i>Police Bicycle</i>	Means a bicycle that is owned, leased, or borrowed by the Department.	322
<i>Police Bike Fleet System (PBFS)</i>	Means a computer program used to maintain a record of inventory and maintenance of bicycles and bicycle equipment.	322
<i>Police Career Activities System (PCAS)</i>	Means a computer program that allows officers to sign up for possible transfers to any applicable units by listing their selections in priority sequence.	903
<i>Police Department Chaplaincy Liaison Officer</i>	Means the Assistant Executive Officer assigned to the Office of the Chief of Police.	328
<i>Police Equipment Assignment System (PEAS)</i>	Means a database containing the radio number, serial number, and assigned officer's name/badge number.	316
<i>Police Facility</i>	Means any building used by the Department, including its adjoining parking lot.	313
<i>Police Incident</i>	Means: <ol style="list-style-type: none"><li>Any event in which a member of this Department is involved which causes the member or another person to incur serious bodily injury or death, or</li><li>An event where there may be a question as to the Department's liability, a significant loss of property or which may result in heightened community interest, or the custodial arrest of a San Antonio Police Officer.</li></ol>	314
<i>Police Officer Fiesta Scheduling (POFS)</i>	Means a computer program that lists names of officers requesting assignments at Fiesta events.	917
<i>Police Record</i>	Means a record received, gathered, maintained, or created for the prevention, detection, investigation, or prosecution of crime and includes, but is not limited to, incident reports, offense reports, supplemental reports, crime scene search reports, prosecution guides, and photographs.	323
<i>Police Special Event Scheduling System (PSES)</i>	Means a computer program that lists names of officers requesting assignments to scheduled special events.	917
<i>Police Vehicle</i>	Means a city vehicle assigned to the Police Department.	609, 620
<i>Portable Breath Test</i>	Means the taking of a voluntary breath specimen through the use of a Portable Breath Tester to determine the presence of alcohol in a driver's system.	507
<i>Positional Asphyxia</i>	Means unconsciousness or death caused by the interruption of breathing due to the body being placed stomach-side down or in any other position that restricts a person's ability to breathe.	601
<i>Pre-booking Activities</i>	Means the processing of persons arrested or detained for criminal activities. Pre-booking activities include, but are not limited to, debriefing, maintaining control, conducting tests, and completing reports and forms.	712



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Glossary

<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<i>Premises</i>	Means a building or a portion of a building, excluding any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.	510
<i>Pre-Planned High Risk Situation</i>	Means the execution of a felony arrest warrant or a search warrant.	802
<i>Primary Handgun</i>	Means the Department-issued handgun worn by the officer while in uniform or plain clothes, or an approved personally-owned handgun worn by the officer while working in plain clothes. For undercover assignments, the Office of the Chief of Police may approve an officer to carry an approved handgun other than a Department-issued handgun in accordance with Section .06 of this procedure 309.	309
<i>Primary Vehicle</i>	Means an emergency vehicle driven by the officer initiating a pursuit or another emergency vehicle that takes the lead vehicle position in a pursuit.	609
<i>Private Policies</i>	Refer to internal rules and policies that govern consumers and patrons of the business or event as they concern the management and activities of consumers and patrons while at said businesses or event. (See House Rules)	905
<i>Private Premises</i>	Means a permanent or temporary residence, including but not limited to: a house and the grounds immediately surrounding it, an apartment, a hotel room, and a house-trailer.	604
<i>Private / Commercial Aircraft</i>	Means any aircraft flown for private or commercial usage with a gross weight of twelve thousand five hundred (12,500) pounds or less.	805
<i>Probable Cause</i>	Means that set of facts or circumstances based on reliable information or personal knowledge or observation by an officer, which reasonably shows and would warrant an ordinary prudent man in believing that a particular person has been guilty of, is threatening, or is about to commit some offense against the law.	502, 618
<i>Probable Cause Identification</i>	Means the preliminary identification of a substance as a controlled substance or a dangerous drug by means of a reagent test or by visual / physical comparison for the purpose of determining if a criminal offense has been committed.	710
<i>Probe Mode</i>	Means discharging the ECD, resulting in the cartridge being fired and the probes/darts making direct contact with the subject.	501, 512
<i>Procedures</i>	Means a comprehensive, instructional, written communication providing direction in the accomplishment of a police related task.	200
<i>Processing</i>	Means a designated room or area, in a location other than a detention facility, where a prisoner or suspect in custody is taken to be processed prior to being taken to a detention facility to be booked or prior to being released from custody. Processing rooms or areas are located in the Juvenile Processing Office, Polygraph Office and the Blood Alcohol Testing Vehicle.	601
<i>Processing Room</i>	Means a location other than a detention facility, where a prisoner or suspect in custody is taken to be processed prior to being taken to a detention facility to be booked or prior to being released from custody. Processing rooms include Youth Crimes Services Office, Night Detectives Unit, Tactical Response Unit, and any investigative follow-up unit offices.	601, 712
<i>Proficiency</i>	Means a process which makes one highly competent, skilled, and adept.	309
<i>Proof of Insurance</i>	Means a card - stating at least the name of the insured or authorized drivers, insured vehicle, insuring company, company phone number, policy number and beginning and expiration date of coverage.	607
<i>Property</i>	Means evidence, found property, personal property, and recovered property.	606
<i>Property Tag</i>	Means: 1. A "K" property tag (SAPD Form #9-G) is used to manually impound evidence (except a controlled substance), found property, personal property, and recovered property; or 2. An "E" property tag (SAPD Form #9-A) is used to manually impound a controlled substance.	606
<i>Proxy</i>	Means the booking of an adult prisoner into a detention facility by the arresting officer, when the prisoner is injured or sick to the extent of requiring admission into a hospital.	601
<i>Pseudonym</i>	Means a set of initials or a fictitious name chosen by a victim to designate the victim in all public files and records concerning the offense, including police summary reports, press releases, and records of judicial proceedings.	703
<i>Pursuit, Foot</i>	Means an attempt by an officer, while on foot, to apprehend a suspect(s) who are evading arrest by fleeing on foot.	609



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Glossary

TERM      DEFINITION

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*Pursuit, Vehicle* Means an attempt by an officer, while driving an emergency vehicle with lights and sirens activated, to apprehend the occupant(s) of a vehicle who are evading arrest by maintaining or increasing the speed of a vehicle and by ignoring the officer's instruction to stop or are taking evasive actions. Evasive actions may consist of increasing speed making aggressive driving maneuvers (i.e., going off-road, disregarding traffic controls, turning off vehicle lights, and/or weaving in/out of traffic), or similar actions. 620

### Qq

*Qualified Candidate* Means an officer who has completed his initial one year probationary period, is not on suspension, is not in a limited duty assignment, and has entered a request for transfer into the Police Career Activities System. 903

*Qualified Interpreter* Means an interpreter for the deaf who holds a current Reverse Skills Certificate, Comprehensive Skills Certificate, Master's Comprehensive Skills Certificate, or Legal Skills Certificate issued by the National Registry of Interpreters for the Deaf or a current Level III, IV, or V Certificate issued by the Board for Evaluation of Interpreters. All interpreters on DeafLink are "Qualified Interpreters." 612

*Qualifying* Means meeting conditions or requirements set in a specific exam or test process which satisfies or exceeds state mandates. 309

### Rr

*Racial/Bias Profiling* Means a law enforcement-initiated action by a peace officer based on an individual's race, national origin, citizenship, religion, ethnicity, age, gender, sexual orientation, or physical or mental disability rather than the individual's behavior or information identifying the individual as having engaged in criminal activity. 618

*Ramming* Means deliberate contact with a violator's vehicle by an emergency vehicle to force the violator's vehicle off the roadway. 609, 620

*Rater* Means an immediate supervisor who is responsible for overseeing, reviewing, and checking the daily work performance of a sworn member. 324

*Rating Period* Means the period of time between January 1st and January 31st when all officers are rated. 324

*Ready Room* Means designated storage room in a police facility where emergency-issue duty weapons, electronic control devices (ECD) and related equipment, and oleoresin capicum (OC) spray are stored. 309, 512

*Reasonable Force* Means the necessary degree of force sufficient to achieve a lawful police objective. 501

*Reasonable Suspicion* Means that set of explainable facts and circumstances which lead an officer, in the light of his experience, to conclude that a person possibly is involved in past, present, or future criminal activity. 502, 508, 618

*Reasonable Suspicion* Means a judgment/conclusion that a person is unable to safely and/or effectively perform their duties due to the suspected influence of drugs. Reasonable suspicion is based on specific, observable facts that an officer may be under the influence of drugs. 924

*Record* Means a local government record. 323

*Recovered Property* Means an item which has been located by an officer or a citizen and the officer knows or believes the item is stolen. 606

*Referral* Means the recommending of an officer, through any of the (3) applicable prescribed methods, to the Officer Concern Program. 306

*Referral Job* Means events or jobs located within Bexar County at locations other than the designated city facilities, as outlined in Article 14 of the Contract, which are referred to officers through the Off-duty Employment Detail. 905

*Regulation Uniform* Means the uniform and accessory items listed in the appendix of this procedure. 310

*Relative* Means persons related through blood or marriage, and include spouses, parents, children, brothers or sisters, and in-laws standing in the same relationships. 903

*Religious Grooming Customs* Grooming customs that are firmly established in the religion of choice by the employee. 310





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Glossary

<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<b>Retaliation</b>	A negative action taken against any person for: 1. Making a complaint, report, or charge of discrimination, harassment, retaliation, inappropriate behavior, or sexual harassment; or 2. Testifying, assisting or otherwise participating in any manner in an investigation, proceeding or hearing regarding discrimination, harassment, retaliation, inappropriate behavior, or sexual harassment.	918
<b>Reviewing Officer</b>	Means a supervisory officer responsible for supervising a rater.	324
<b>Ride Along</b>	Means the time a civilian observer is assigned with an officer while the officer is performing police duties. The ride along time should not exceed one tour of duty.	319
<b>Risk Assessment</b>	Means an unscheduled examination conducted regarding specific critical issues within an organizational component of the Department.	329
<b>Roadblock</b>	Means a barricade, or any other physical obstruction across a roadway set up to stop or prevent the escape of a fleeing vehicle.	609, 620
<b>Ss</b>		
<b>SANE</b>	Means a sexual assault Nurse Examiner.	703
<b>Schedule Special Event</b>	Means an event where the Department is given at least twenty (20) calendar days notice prior to the start of the special event.	917
<b>Search</b>	Means a visual, auditory, or physical intrusion into an area where a person has a reasonable expectation of privacy, predicated on probable cause or incidental to a lawful arrest, made to discover weapons, contraband, and/or fruits, instruments or evidence of a crime.	502, 508, 601, 618
<b>Search Team</b>	Means the group of officers that conduct the actual search of the location for the person named in the arrest warrant and may be used as members of the entry team and/or security team.	503
<b>Search Team</b>	Means the group of officers that conduct the actual search of the location named in the search warrant and may be used as members of the entry team and/or security team.	504
<b>Secondary Handgun</b>	Means an approved handgun which an officer is carrying on his person in a completely concealed manner in addition to carrying a primary handgun. Officers are considered to be in possession of a secondary handgun when the officer is carrying two (2) approved handguns on his person.	309
<b>Secondary Vehicle</b>	Means the emergency vehicle that follows the primary vehicle in a pursuit, acting as a back-up for the primary vehicle.	609, 620
<b>Section</b>	Means the command responsibility charged to a captain.	903
<b>Security Team</b>	Means the group of officers that secure all prisoners and/or persons found at the location where the warrant is executed and may be used as members of the entry team and/or search team.	503, 504
<b>Separation Packet</b>	Means documents or forms distributed by the Accounting and Personnel Office that assist or inform a member of the proper method of separating from the Department.	914
<b>Serious Bodily Injury</b>	Means bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.	314, 328, 705, 915, 923
<b>Serious Traumatic Injury</b>	Means bodily injury and/or psychological impairment sustained by an officer which could substantially impair the officer's ability to perform his police duties.	923
<b>Sexual Conduct</b>	Means , but is not limited to, deviant sexual intercourse, sexual contact, sexual intercourse, public lewdness and indecent exposure as defined by Texas Penal Code 21.01 (1) (2) (3), 21.07 (a) (1) (2) (3) (4), and 21.08 (a).	200
<b>Sexual Harassment</b>	Sexual harassment is unwelcome conduct that includes, but is not limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.	918
<b>Shall</b>	Means the action is mandatory.	200
<b>Shift Change and Relief Day System (SCHARDS)</b>	Means a computer data base used to track, by seniority, requests for shift and relief day changes from officers assigned to the patrol shifts of the Patrol Division.	903





# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Glossary

<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<b>Shooting Team</b>	Means a group of departmental members who report directly to the Deputy Chief in command of the Investigations Division who are responsible for investigating all custodial deaths and officer-involved shootings which result in bodily injury or death.	705
<b>Should</b>	Means the action is advisory. Where used, "should" indicates that, while the procedure is not mandatory, it should be followed if the situation permits.	200
<b>Shoulder Weapon</b>	Means a rifle, shotgun, or submachine gun which is registered with the Department as an approved firearm. The shoulder weapon is designed to be fired with the stock of the weapon placed against the shoulder.	309
<b>Signed or Written English</b>	Means the form of communication obtained by converting American Sign Language signs into English word order and grammar.	612
<b>Signer</b>	Means a person with the basic skills and ability to facilitate communication between a police officer and a deaf or hearing impaired person. The signer will determine if their skills are not sufficient and that a qualified interpreter is needed.	612
<b>Significant Behavioral Infraction</b>	Means any conduct that an ordinary and prudent person would not engage in, given the same set of facts and circumstances and that by its very nature would bring reproach and/or discredit to the San Antonio Police Department, regardless of the legality of such conduct.	200
<b>Spark Display</b>	Means a non-contact demonstration of the ECD's ability to discharge electricity. This is conducted only when the cartridge has been removed from the weapon.	512
<b>Special Event</b>	Means an event, other than a Fiesta event, sponsored or endorsed by the City that employs officers in public safety roles. Special events include, but are not limited to: parades; foreign or national dignitary visits; and national, regional, and local holiday celebrations.	917
<b>Spontaneous Events</b>	Means events which may create a threat to public health, safety, or order and such activity occurs without sufficient notice to allow for comprehensive planning. Examples include, but are not limited to, unusual occurrences, crowd disorders, labor disputes, and First Amendment rights activities.	804
<b>Status Offender</b>	Means a child who is accused, adjudicated, or convicted for conduct that would not, under state law, be a crime if committed by an adult.	602
<b>Stop</b>	Means an intentionally initiated encounter and temporary detention of a person by an officer who has reasonable suspicion to believe that the person is involved in criminal activity, for the purpose of interrogating the person.	508
<b>Stop &amp; Frisk</b>	Means the police practice that involves the temporary detention, field questioning, and limited search of a person and/or vehicles for weapons.	508, 618
<b>Stress</b>	Means an officer's behavioral, emotional, and cognitive response to any demand or demands made on him.	921
<b>Strip Search</b>	Means the removal or rearrangement of clothing to permit the visual or manual inspection of all skin surfaces of a person's genitals, buttocks, anus, or female breasts for the purposes of discovering weapons, contraband, or evidence and is prohibited without written consent or a search warrant. The reaching inside of clothing to immediately retrieve a weapon or contraband discovered during a frisk is not considered a strip search.	601
<b>Subordinate</b>	Means any member who is subject to the authority of another.	200
<b>Substitute Employment</b>	Means the method of allowing one officer to work for another officer, for a full shift, provided certain constraints are met.	907
<b>Suicide Bomber</b>	Means an individual who seeks to commit suicide with the use of an explosive device and is not concerned for the safety of others, including law enforcement and other emergency service personnel.	803
<b>Supervisory Officer</b>	Mean sworn personnel of this department who have attained the rank of sergeant or above.	200, 301
<b>Suspect</b>	Means an individual who an officer has reasonable suspicion to believe that the person has committed, is about to commit, or is committing an offense.	508
<b>Suzanne's Law</b>	Every Federal, State, and local law enforcement agency shall report each case of a missing child under the age of 21 reported to such agency to the National Crime Information Center (NCIC) of the Department of Justice (Section 3701(a) of the Crime Control Act of 1990). Therefore, all persons reported age 20 and under are referred to as a juvenile in NCIC and will be placed in the system. The <i>Adam Walsh Act</i> amends <i>Suzanne's Law</i> requiring entry into TCIC and NCIC within two (2) hours of receipt.	610



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Glossary

	<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<b>Tt</b>	<i>Takedowns</i>	Means using physical force when executing a leg sweep, body flip or similar control technique intended to control an individual who is offering resistance during arrest and handcuffing.	501
	<i>Take-Home Vehicle</i>	Means 1. A city vehicle specifically assigned to a member for the member's use in the furtherance of his assigned tasks; and 2. To provide the member with transportation to and from his place of assignment.	313
	<i>Tape</i>	Means the medium utilized for the recording of radio and telephone conversations within the communications unit.	406
	<i>Terminate Pursuit</i>	Means discontinuing the pursuit of a fleeing vehicle because of hazardous circumstances or environmental factors as evaluated by the officer in the primary vehicle, the managing supervisor, or the dispatcher supervisor.	609, 620
	<i>Tire Deflation Device (TDD)</i>	A device deployed to puncture one or more tires that will produce a slow, controlled deflation of a vehicle's tires that should not cause the vehicle to lose control.	609, 620
	<i>Tour of Duty</i>	Means that period of time beginning when the member reports for duty and ending when he is relieved from duty by either the dispatcher or a supervisory officer.	200
	<i>Trace Evidence</i>	Means physical evidence in a sexual assault case, including but not limited to head and/or pubic hair, or any part of the victim's or suspect's skin, blood, or fingernail scrapings.	703
	<i>Traffic Stop</i>	Means any time an officer initiates a motor vehicle stop resulting in the detention of an individual and/or vehicle. A motor vehicle stop includes field contacts, stops of a motor vehicle to include traffic stops, high risk felony stops and other police functions which involve stopping a motor vehicle.	618
	<i>Trained Member</i>	Means an employee of the San Antonio Police Department who has successfully completed a course of instruction in the identification of controlled substances and dangerous drugs by means of a reagent test.	710
	<i>Training</i>	Means a process that subjects one to certain actions, methods, techniques, exercises, etc. to bring about a desired condition or state of proficiency.	309
	<i>Transcript</i>	Means a written copy of a data tape or portion of a data tape.	406
	<i>Treating Physician</i>	Means the physician hired by an officer who is primarily responsible for the officer's health care for an injury or illness	904
	<i>Triage Area</i>	Means an area that medical personnel partition into three (3) segments; one (1) for any deceased or untreatable victims, one (1) for seriously injured casualties, and one (1) for minor or non-injured persons.	805
	<i>Tuition</i>	Means the cost associated with course instruction.	920
<b>Uu</b>	<i>Under the Influence</i>	Means having a detectable amount of alcohol in the person's system, yet the blood alcohol concentration is less than 0.08.	507, 602
	<i>Unified Command</i>	Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction through a common set of incident objectives and strategies and a single incident Action Plan (IAP), where each participating agency maintains individual authority, responsibility, and accountability for their resources.	801, 802, 809
	<i>Uninsured Driver</i>	Means a person that does not have insurance coverage on a specific motor vehicle at the level of liability insurance meeting the state minimums or greater.	607
	<i>Unit-issued Equipment</i>	Means all items issued to a member by the unit of current assignment. Such equipment includes, but is not limited to: vehicles, weapons and ammunition, radios, pagers, telephones, pagers, fingerprint kits, keys, or other equipment issued at the unit level.	914
	<i>Unit-Specific Uniform</i>	Means the uniform worn during duty hour's specific to an officer's assignment as described in the appendix.	310
	<i>University Hospital</i>	Means the University Hospital Emergency Room, located at 4502 Medical Dr.; (210)358-2524.	611
	<i>Unmarked Police Vehicle</i>	Means a police vehicle not displaying the emblem of the Police Department and not having emergency warning devices.	609
	<i>Unscheduled Special Event</i>	Means an event where the Department is given less than twenty (20) calendar days notice prior to the start of the special event.	917



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## Glossary

<u>TERM</u>	<u>DEFINITION</u>	<u>PROCEDURE</u>
<b>Unusual Occurrence</b>	Means emergency situations that are of such significant magnitude so as to compel the recall of personnel or support from other agencies in order to protect life and property, prevent escalation, and restore order. Unusual occurrences include: 1. Natural disasters; 2. Manmade disasters; 3. Civil disturbances; and 4. Incidents which escalate beyond the scope of Critical Incidents.	314, 802, 804,806
<b>Vv</b>		
<b>Verbal Communications</b>	Means, but is not limited, to advice, persuasion, warnings, and commands.	501
<b>Verification Officer</b>	Means a single officer assigned by a supervisor who is responsible for positively identifying and/or confirming the correct location where the warrant will be executed and for directing the entry team to the correct location.	503, 504
<b>Victim Information and Notification Everyday (VINE)</b>	Means an automated computer program designed to automatically notify complainants or victims of certain crimes of the release of the inmate arrested for the crime from the Bexar County Jail.	616
<b>Video Recording Origin</b>	Means the recording device that originally recorded the incident. This includes the locked box that some video recorders are housed in, at a business or location.	701
<b>VINE Pin Number</b>	Means any four (4) digit number selected by the complainant, victim, or officer and used by the VINE computer to notify the complainant or victim of the release of the arrested person.	616
<b>Viral Hepatitis</b>	Means a serious disease caused by a virus that attacks the liver. It can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death.	615
<b>Visitor Identification Pass</b>	Means a color-coded pass card assigned to a specific floor level issued by Security Desk personnel to any visitor conducting business beyond the Security Desk area.	317
<b>Voluntary Evacuation</b>	Means a warning is given to persons within the defined area that a threat to life and property exists. Individuals issued this warning are not required to evacuate.	802
<b>Voluntary Transfer</b>	Means an officer has initiated a transfer action by applying for a transfer through the Police Career Activities System or SCHARDS.	903
<b>Volunteer Auxiliary Chaplain</b>	Means a person who is not ordained, but has extensive experience in religious matters and who is otherwise qualified to assist the "Volunteer Chaplains" in their various duties.	328
<b>Volunteer Chaplain</b>	Means clergy appointed by the Chief of Police to conduct pastoral services for the department.	328
<b>Volunteer Chaplaincy Program Board</b>	Means a board consisting of the Chaplain Coordinator, the Chaplaincy Liaison Officer, a Family Assistance Officer, and a Department Psychologist. The board is designed to provide administration for the Volunteer Chaplaincy Program.	328
<b>Ww</b>		
<b>Warning</b>	Means the actual weather event is currently taking place for the location (usually associated with a county or specific defined area).	808
<b>Warrant Execution Supervisor</b>	Means any supervisor assigned to the Unit that is executing a warrant. This supervisor oversees the delivery and execution of the warrant and may also serve as the Investigative Supervisor.	503
<b>Warrant Execution Supervisor</b>	Means any supervisor assigned to the unit that is executing a warrant. This supervisor oversees the delivery and execution of the warrant.	504
<b>Warrantless Emergency Detention</b>	Means the process of taking a person into custody for the purpose of conducting a preliminary mental health evaluation of that person, when a peace officer believes that the person is mentally ill, is an imminent danger to himself or to others and when there is not sufficient time to get a warrant.	611
<b>Watch</b>	Means conditions are favorable for the development of the particular weather event.	808
<b>Watch Cap</b>	Means a knitted close-fitting usually navy-blue or black cap worn in cold or stormy weather. (See Beanie)	Appendix
<b>Weapon</b>	Means an instrument specifically designed for offensive or defensive combat.	309, 319, 501,601
<b>Will</b>	Means the action is mandatory.	200



# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



## *Glossary*

Xx  
Yy  
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# SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



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**GENERAL ORDER 19-01**

June 4, 2019

**TO:**

ALL OFFICERS

**SUBJECT:**

Distribution and Issuance of revised General Manual Procedures: 310, 310 Appendix A, 604, 611, 614, 707, 711, 801, 902, 904 and, Index and Glossary.

The following procedures have been revised and the following changes have been made to the related sections of the General Manual:

**Procedure 310** – *Uniform and Dress Codes* – Expanded to allow Lieutenants and above to wear a garrison belt and *Command Uniform Shirt (white)* when not conducting field/patrol operations.

**Procedure 310** – *Uniforms and Dress Codes-Appendix A* – Updated to clarify uniform specifications for personnel assigned to the Crime Scene Investigations Unit (CSI).

**Procedure 604** – *Family Disturbances/Violence* – Adds Crisis Response Teams (CRTs) to procedure, updates the General Provisions to detail when arrest warrants will be obtained, adjusts the hours that the SVU and CRTs can be contacted, clarifies responsibilities for adult victims, updates details for the UEDI/CSI documentation of injuries and details responsibilities of the SVU and the CRTs.

**Procedure 611** – *Mentally Ill Persons* – Outlines process for firearm seizures from persons with mental illness.

**Procedure 614** *Airport Police – Park Police* – Updated to clarify custody of prisoner for 3<sup>rd</sup> Degree Felonies and above

**Procedure 707** – *Crash Investigations* – updated to reflect using form SAPD #12-DAR *Crash Information Sheet* instead of TxDOT Form #CR-2 for crashes not submitted through the CRASH system.

**Procedure 711**- *Hate Crimes* – Updated to include *gender expression* and *gender identity*; change *Homosexual* to *LBGTQ*; remove *Burglary* and *Theft* from offense list and include *Arson, Assault and Criminal Mischief* to the offense list.

**Procedure 801** – *Incident Command System* – Updated procedure to match current ICS policies.

**Procedure 902** – *Leave and Absence Policies* – Clarified and expanded *Military Leave Scheduling* and out-of-town travel for Active Trustees of the Fire and Police Pension Fund and Retiree Health Care Fund.



**Procedure 904** – *Light Duty Assignments* – Stipulates when a limited duty officer may participate in physical exertion activities.

**General Manual Index** - Updated with the definition of “*Dress-out*”

**General Manual Glossary** – Updated to include definition of “*Dress-out*”

These procedures become effective on June 5, 2019, and replace all previous versions. The updated electronic version of the General Manual will be made available at <http://pdapps-web-d02/GeneralManual/Landing.aspx>.



William P. McManus  
Chief of Police

WPM: rcl



**GENERAL ORDER 19-02**

June 27, 2019

**TO:**

ALL OFFICERS

**SUBJECT:**

Distribution and Issuance of revised General Manual Procedures: 503, 504, 505, 606 and the Index and Glossary.

The following procedures have been revised and the following changes have been made to the related sections of the General Manual:

**Procedure 503** – *Obtaining and Executing Arrest Warrants* – This procedure has been updated to reflect the new Tactical Operation Planning form (*Form GR.1000-04 Tactical Operations Plan*) which replaces the *SAPD Form #8 PWC, Police Arrest/Search Warrant Checklist*.

**Procedure 504** – *Execution of Search Warrants* – This procedure has been updated to reflect the new Tactical Operation Planning form (*Form GR.1000-04 Tactical Operations Plan*) which replaces the *SAPD Form #8 PWC, Police Arrest/Search Warrant Checklist*.

**Procedure 505** – *Misdemeanor Citation Release* – This procedure has been updated to reflect changes in the Texas Code of Criminal Procedures which now allows officers to use a citation release in lieu of arrest for certain Class A or B misdemeanor offences and outlines process and for the issuance of a citation.

**Procedure 606** – *Impounding Property* – This procedure has been updated to outline the process for the impounding of controlled substances (narcotics and narcotics paraphernalia evidence) associated with the Cite and Release program.

These procedures become effective on July 1, 2019, and replace all previous versions. The updated electronic version of the General Manual will be made available at <http://pdapps-web-d02/GeneralManual/Landing.aspx>.



William P. McManus

*WPM* Chief of Police

WPM: rcl